

Building Maintenance/Custodian – Police Department

Performs general cleaning and minor maintenance duties in maintaining city buildings, adjacent walks and grounds, and equipment in clean, orderly and functional condition. Provides assistance to staff, visitors and other employees as necessary.

General Duties:

- Receives oral or written orders from Water Services Superintendent and Public Works Director.
- Performs work according to standard procedure and by building's operational schedule.
- Cleans rooms, hallways, restrooms, locker rooms, offices, stairways and windows.
- Uses brooms, mops, and floor equipment to sweep, mop, strip and wax floors.
- Uses vacuum cleaners to clean rugs, carpets, upholstered furniture and blinds.
- Dusts furniture and equipment.
- Washes walls, ceilings, woodwork, windows, doors and sills.
- Makes minor carpentry, electrical, mechanical and plumbing repairs.
- Performs touch up and finish painting.
- Empties wastebaskets.
- Replenishes restroom supplies.
- Replaces light bulbs.
- Sets up and tears down chairs, tables and equipment in meeting rooms, and function rooms.
- Prepares rooms for use by City Council, Departments, Boards and organizations.
- Clears snow from entrances and walkways.
- Picks up and delivers supplies and materials to rooms.
- Follows all applicable safety rules and procedures.
- Opens and closes city building according to security procedures.
- Reports work accomplished orally or on written work order to supervisor.

Additional Duties:

- Participates in general cleaning, painting, and repair work.
- Uses hand tools and power tools in making minor maintenance repairs and maintaining grounds and walks.
- Assists in shipping and receiving of library supplies and materials.
- Provides assistance to officials, staff, visitors, and other employees as necessary.
- Checks building at beginning and end of shifts.
- Participates in building coverage by working evenings and Saturday rotation as required.

Supervised By Jail Supervisor

Qualifications Profile:

- The skills and knowledge required would generally be obtained with previous experience in building cleaning and maintenance work.
- Ability to apply common sense understanding to carry out detailed but uninvolved oral or written instructions.
- Ability to relate to officials, staff and public in a courteous manner.
- Ability to acquire job skills with three months of on-the-job training.
- Ability to lift and carry objects weighing from 15 to 25 pounds.
- Ability to work occasionally in poor weather conditions, including heat, cold, rain, or snow.

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- Other duties as assigned

License or Certificate - Not applicable.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.

Additional information about the position, the department, or any salary and benefit information will be provided at the request of any interested parties.

Completed applications may be mailed or hand delivered to the following address with attention to Lt. Dan Davis, Belton Police Department, 7001 E 163rd St. Belton Mo 64012.

For additional questions, interested parties should contact Lt. Dan Davis at (816) 348-4497, or by email at ddavis@beltonpd.org.

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