

Mattoon Police Department
Job Description

Title: **CUSTODIAN II or III**
Department: Public Works – Building & Grounds Custodial Services
Reports to: Assigned Supervisor, Police Chief & Public Works Director
FLSA Status: Non-exempt
Employment Status: Union
Compensation: \$17.80 – \$20.61 Base Hourly Wage Rate, DOQ

SUMMARY: Performs routine and extensive grounds keeping and building maintenance duties on city-owned municipal buildings and facilities as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may also be assigned. The person in this position will perform duties at Mattoon Police Department's main building and Dispatch Center and at the Burgess Osborne Auditorium.

Cuts lawn using hand, power or riding mower; trims and edges around walks, flower beds, walls, etc. Plants grass, flowers, trees and shrubs; prunes shrubs and trees to shape and improve growth. Sprays lawns, trees and shrubs with fertilizers and insecticides as may be directed. Removes snow and ice from building walkways and steps; may rake leaves, clean and sweep litter.

Perform minor repairs and maintenance procedures on equipment utilized in grounds keeping. May perform routine labor and maintenance duties when grounds keeping work has been completed.

Perform routine maintenance procedures on the Heating, Ventilation, and Air Conditioning equipment at Mattoon Police Department and at the Burgess Osborne Auditorium.

Make purchases (as approved by the Chief of Police or the Director of Public Works) of certain supplies in order to maintain an orderly and reasonable on-hand inventory of necessities for Mattoon Police Department and the Burgess Osborne Auditorium.

SUPERVISORY RESPONSIBILITIES: This job does not usually exercise supervisory responsibilities, however may supervise part-time seasonal help and/or Community Service Workers as may be assigned.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE: High School diploma or general education degree (GED) and one year of responsible experience in grounds keeping or an acceptable equivalent combination of education and experience. Should have knowledge of grounds keeping equipment and landscaping.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to other employees of the

organization. Ability to effectively summarize and explain problems to other professional repair personnel should such services be required.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to interpret miscellaneous drawings and schematics.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Illinois Driver's License.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to walk; use hands to handle or feel; and reach with hands and arms. The employee is expected to be able to stand, sit, climb or balance, stoop, kneel, crouch, crawl, talk and hear. The employee must frequently lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision and depth perception.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate to loud.

Note: This job description contains wording of a general class of positions within the City of Mattoon. The description contains examples of duties and responsibilities which may or may not be considered to be "essential functions" to a particular job or positions within the job class. "Essential functions" are determined at the position or job level within each department.

**Custodian
Salary & Benefits**

Salary:	\$17.80/hr (\$37,024.00/yr) to \$20.61/hr (\$42,868.8/yr) Depending on Qualifications
Employment Status:	Full-Time. Overtime paid at 1.5 x hourly rate
Work Hours:	40 hour work week
Residency Requirement:	20 miles of Mattoon City Limits
Health Insurance:	Insured PPO – Rates Effective 5/01/23 – 4/30/24 Employee only: \$199.62/month Family Coverage: \$514.24/month Dental and \$10,000 in Life Insurance Included
Retirement:	Illinois Municipal Retirement Fund Employee Share: 4.5% 10 years of service required to become vested
Holidays:	13 paid holidays per year
Vacation:	Accrue 10 days per year (2 weeks)
Sick Leave:	Accrue 10 days per year (2 weeks)
Drug Testing:	Pre-employment, post-accident, and random drug testing.

CITY OF MATTOON
Custodian

This full-time position is for a entry to mid-level work associated with the custodial care and maintenance of the City's Police Department buildings, Burgess Osborne Auditorium, and surrounding property.

Compensation range \$37,024.00-\$42,868.80 commensurate with qualifications and experience. Job Description and Application available on the City of Mattoon's website: www.mattoon.illinois.gov

Interested candidates are to submit a resume and cover letter to City Administrator, at jobapplications@mattoonillinois.org.
City of Mattoon is an Equal Opportunity Provider & Employer.