

**POSITION AVAILABLE
PUBLIC WORKS CUSTODIAN**

The City of Stewartville is seeking applicants for the position of Custodian.

Job Description: The Custodian is responsible for maintaining the cleanliness, sanitation, and overall appearance of city-owned buildings and facilities. This role ensures a clean and safe environment for staff, visitors, and the public by performing a variety of cleaning and maintenance tasks. This position is highly visible while performing work tasks.

Must have high school diploma or equivalent. Valid driver's license required. Strong attention to detail with the ability to multitask and be flexible with changing demands of service. The ability to work on your own, set priorities, organize your time and workload. The desire to help people. Must meet all state-mandated and employer-required medical qualifications.

Preferred qualifications of 1 year custodial and routine maintenance experience.

Salary – Pay Grade 7 \$42,261 - \$55,031

Applicants can obtain an application at City Hall or thru our website:

www.stewartvillemn.com/government/publicnotices/employment-opportunities

Please submit your application to City of Stewartville, 105 East First St., Stewartville or by e-mail to City Clerk, Cheryl Roeder – croeder@stewartvillemn.com

Due Date: 5:00 pm on August 21, 2024

Cheryl Roeder
City Clerk



www.stewartvillemn.com

We welcome you as an applicant for employment with the City of Stewartville, MN. Your application will be considered with others in competition for the position in which you are interested. It is the policy and intent of the City of Stewartville to provide equal opportunity employment to all persons. This policy prohibits discrimination because of race, color, sex, national origin, political affiliation, place of residence, marital status, sexual preference, status with regard to public assistance or disability, as is consistent with the City's policy of hiring a well-qualified person so as to maintain the high standards of public service required of all City employees. This policy applies to all phases of permanent and part-time employment by the City of Stewartville. Please furnish with us complete information as outlined in this application. You are encouraged to attach any additional information or materials, which you believe qualify you for the position for which you are applying.

GENERAL INFORMATION

**Position: Custodian
Due: August 21, 2024**

Date Available to Start: _____

Last Name:	First Name:		MI	
Street Address:	City	State	Zip:	Cell No.

E-MAIL ADDRESS: _____

Are you over 18 years of age? Yes ____ No ____

Are you willing to work overtime if required: Yes ____ No ____

Are you a United States Citizen? Yes ____ No ____

Education /Training

High School Graduate: _____ GED: _____ College: _____

School Name & Address	Diploma, Degree, Certificate of Credits Earned	Major
High School/GED		
College or University		
Graduate School		
Technical		

List any correspondence courses, special courses, seminars, workshops, and/or training programs you have attended, or registrations, licenses, or certificates you have that might relate to this position. **Please review the job description before responding.**

Driver's License Information

Do you have a valid driver's license? Yes _____ No _____

Driver's License No: _____

State of Issuance: _____ Class: _____ Expiration: _____

Have you had any moving violations in the last five (5) years? Yes No

If yes, please explain: _____

Computer Experience

List any computer software you can operate proficiently:

Labor and Skilled Trade Positions Only

Apprenticeship(s): _____

List all machines and equipment that you have experience operating: _____

Employment History

Experience and training rating are determined by this information. Please be complete. List most recent employers first. (Use additional sheets if necessary).

Present or Last Employer:			
Address:	City	State	Zip
Supervisor Title & Name	Phone # ()	May we Contact? Yes No	
Dates of Employment	Hours Works/Week	Job Title	Last Salary or Hourly Wage
Reason for Leaving:			
Specific Duties:			

Present or Last Employer:			
Address:	City	State	Zip
Supervisor Title & Name	Phone # ()	May we Contact? Yes No	
Dates of Employment	Hours Works/Week	Job Title	Last Salary or Hourly Wage
Reason for Leaving:			
Specific Duties:			

Present or Last Employer:			
Address:	City	State	Zip
Supervisor Title & Name	Phone # ()	May we Contact? Yes No	
Dates of Employment	Hours Works/Week	Job Title	Last Salary or Hourly Wage
Reason for Leaving:			
Specific Duties:			

Supervision

Have you ever supervised people? Yes ___ No ___

Company Name(s) _____

Check the functions you have performed as a supervisor:

Interviewed Candidates
 Conducted Performance Evaluations
 Disciplined Employees
 Hired/Recommended for Hire
 Recommended Salary Adjustments
 Terminated Employees
 Established Objectives

Military Experience

Complete this section only if you served in the U.S. Armed Forces.

Describe your duties and any special training:	Branch of Service	Period of Active Duty From To
	Rank at Discharge	Type of Discharge
	Date of Final Discharge	

Volunteer/Unsalariated Experience

Volunteer Organization		Position Held	
Street	City	State	Zip
Immediate Supervisor		Phone No. ()	
Dates of Participation		Hours Per Week	
Skills Learned			

Volunteer Organization		Position Held	
Street	City	State	Zip
Immediate Supervisor		Phone No. ()	
Dates of Participation		Hours Per Week	
Skills Learned			

Accommodations

Do you have any physical or health limitations that would require special or reasonable accommodations by the City: Yes ___ No ___

If yes, please describe the nature of the accommodation: _____

Employment of Relatives

List any relatives currently employed by the City of Stewartville

Name	Relationship to You
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Personal References (Not former employees or relatives)

Name & Occupation	Email Address	Phone Number

**CITY OF STEWARTVILLE
JOB DESCRIPTION**

I. IDENTIFYING INFORMATION		
Job Title: Custodian	Work Status: Full-Time	Work Hours: 40
Supervisor: Public Works Director	Response Time: NA	Pay Grade: 7
	FLSA Status: Nonexempt	

II. ORGANIZATIONAL RELATIONSHIPS
Reports to: Public Works Director
Works Closely with: City Administrator, Department Heads
Communications with:
Internally: All Employees
Externally: General Public
Supervises: None
May Receive Direction from: Department Heads

III. PURPOSE
The Custodian is responsible for maintaining the cleanliness, sanitation, and overall appearance of city-owned buildings and facilities. This role ensures a clean and safe environment for staff, visitors, and the public by performing a variety of cleaning and maintenance tasks. This position is highly visible while performing work tasks.

IV. ESSENTIAL FUNCTIONS
<ul style="list-style-type: none"> • Cleans and services all areas of the City buildings. This includes, but is not limited to: City Hall, Fire Hall, Library, Park Bathrooms, Park Pavilions, Civic Center, Public Works, Pool, and Waste Water Treatment Plant. • Performs a variety of cleaning and semi-skilled duties. • Sweep, mop, scrub, and vacuum floors. • Dust and polish furniture, fixtures, and equipment. • Clean and sanitize restrooms, including toilets, sinks, and mirrors, and replenish supplies. • Clean drinking fountains, kitchen, appliances, workroom sinks, countertop and other items and areas. • Wash windows, doors, walls and glass. • Remove trash from wastebaskets and clean wastebaskets if needed • Perform minor/routine maintenance on facilities and equipment • Maintains, organizes, and orders supplies. • Completes all custodial duties listed on the daily, weekly and monthly schedule and maintains upkeep of assigned areas and equipment. • Meet the City's Customer Service Standards in all interactions with the public and staff • Moves light equipment or furniture occasionally per department request. • Set up and take down tables, chairs, and other equipment for city events and meetings.

- Assist with the preparation and cleanup of events and functions.
- Performs essential maintenance to the facility or equipment which may involve, but not limited to the following activities: reaching, crouching; kneeling; shoveling; working in narrow and/or confining spaces: underground, overhead, and at ground level; twisting of the waist, shoulders, and legs; and lying on stomach and/or back.
- Removal of snow/ice and application of snow melt around the building to ensure safety.
- Reports incidents and hazardous conditions to Public Works Director.

V. OTHER DUTIES AND RESPONSIBILITIES
 Performs other related duties as assigned.

VI. KNOWLEDGE, SKILLS AND ABILITIES		
Knowledge of:	Skill in:	Ability to:
<ul style="list-style-type: none"> ➤ Knowledge of different cleaning methods, products, and equipment. ➤ Knowledge of State, Federal and City policies regarding workplace safety. ➤ Knowledge of applicable City ordinances and polices, departmental policies and procedures. 	<ul style="list-style-type: none"> ➤ Skill to operate general cleaning equipment, hand tools, and chemicals. 	<ul style="list-style-type: none"> ➤ Ability to follow applicable safety guidelines while performing work tasks. ➤ Ability to work independently and as part of a team. ➤ Ability to exert moderate physical effort to perform the position’s essential functions. ➤ Ability to stand and walk for long periods. ➤ Ability to safely use chemicals. ➤ Ability to stand on ladders, and platforms lifts at heights up to 30 feet
<p><i>Machines, tools, and equipment regularly used:</i> Hand tools, mop, broom, vacuum</p>		

VII. MINIMUM TRAINING AND EXPERIENCE
An equivalent combination of education and experience may be considered during the hiring process.
 High school diploma or equivalent. Valid driver's license required. Strong attention to detail with the ability to multitask and be flexible with changing demands of service. The ability to work on your own, set priorities, organize your time and workload. The desire to help people. Must meet all state-mandated and employer-required medical qualifications.

VIII. PREFERRED QUALIFICATIONS

1 year custodial and routine maintenance experience

IX. WORKING CONDITIONS

Other working conditions can be inferred from listed duties/responsibilities as well as required knowledge, skills and abilities.

Majority of time is spent indoors with routine exposure to cleaning chemicals. Some exposure to electricity while changing light bulbs and wiring outlets. Extended periods of standing/walking and sitting while performing daily tasks including operation of a variety of tools/equipment. Engages in a variety of physical and repetitive movements such as bending/stooping, crouching/kneeling, pushing/pulling and twisting/turning. Exerts light to moderate to considerable physical effort including lifting various objects. Works at low to moderate heights. Uses all types of vision and senses to accomplish work tasks.

X: NOTIFICATION AND EMPLOYEE ACKNOWLEDGEMENT

This job description is provided to you as the primary source of information and immediate reference for the City's expectations regarding the position you currently occupy. This document is subject to unilateral change by the City at any time, without prior notification. It is not a contract and does not alter the employment-at-will relationship the City maintains between its employees and itself. Employment-at-will means an employee may resign from his/her position at any time, with or without cause. The City has similar rights to terminate the employment relationship. This document replaces any existing job description(s).

I have reviewed a copy of this job description and understand it covers the City's expectations for my work. I also understand this document replaces any previous job description(s) and acknowledge management's exclusive right to make any changes to it. I agree this job description is a complete and accurate representation of the work I currently perform.

Employee's Signature _____

Date _____

XI. REASONABLE ACCOMMODATIONS STATEMENT

The City of Stewartville is committed to promoting equal opportunity for all of its employees and applicants for employment. The City affirmatively acknowledges its obligation to comply with the American with Disabilities Act (ADA) and the Minnesota Human Rights Act (MHRA). Every reasonable effort will be made to provide an accessible work place and offer other accommodations to qualified individuals. Reasonable accommodations will be explored and determined on a case-by-case basis, generally after the individual concerned initiates a dialogue with the appropriate department head or city administrator.

For more information, please contact the City Administrator

Tennessen Warning

I. Personnel Data

MN Stat. 13.43 classifies all personnel data. This section has a fundamental difference from other statutes in the Act. Under section 13.43, all personnel data is considered private data on individuals, unless there is a classification that makes the data public.

Section 34.43 provides that the following data on current and former employees is public: name; actual gross salary; salary range, contract fees; actual gross pensions, the value and nature of employer paid fringe benefits; the basis for any added remuneration; job title; job description; education and training background; previous work experience; date of first and last employment; existence and status of any complaints for charges against the employee; the final disposition of any disciplinary action together with the specific reasons and data documenting the basis of the action; the terms of any agreement settling a dispute arising out of the employment relationship; work location; work telephone number; badge number; honors and awards; and payroll time sheets.

Personnel data which is not public is classified as private. Private personnel data is not accessible to the public, but is accessible to the individual subject of the data. Minn. Stat. 13.02, subd. 12.

An employee's home address, spouse/dependent names, and individual medical history are private personnel data. MN Stat. 13.43, subd. 4,

1. Social Security Numbers

An employee's social security number is private personnel data. MN Stat. 13.49, subd. 1. Social security numbers of an employee's spouse and dependents are also private.

In addition, there are federal laws pertaining to social security numbers. No federal, state or local government entity can lawfully deny an individual any right, benefit, or privilege provided by law if that individual refuses to disclose her/his social security number, unless the collection is for the administration of any tax, general public assistance, or driver's license or motor vehicle registration. When asked to provide her/his social security number, an individual must be informed of the uses to which the number will be put, and whether the disclosure is voluntary or mandatory. Public law 93-597, Section 7; 42 U.S.C. 405(2)(c)(I) and (iii).

II. Collection of Private and Confidential Personnel Data

An employee asked to supply private or confidential data must be informed of the reason for collecting such data and the intended use of the data. MN Stat. 13.04, subd. 2.

The purpose of this notice - called a Tennessen Warning - is to enable the individual to make an informed decision as to whether she/he wishes to provide the requested information to the government entity. It essentially serves as a privacy protection, whereby the individual may protect her/his privacy by deciding not to provide the data to the government. MN Dept. of Admin., Advisory Opinion 98-003.

An employer may still require an employee to provide private information as a condition of employment or of receiving certain benefits. The law is established only to guarantee informed choice, not to eliminate an employer's right to collect private or confidential information.

A. Tennessen Warning

An individual asked to supply private or confidential data concerning the individual shall be informed of (a) the purpose and intended use of the requested data within the ... political subdivision...; (b) whether the individual may refuse or is legally required to supply the requested data; (c) any known consequences arising from supplying or refusing to supply private or confidential data; and (d) the identity of other person or entities authorized by state or federal law to receive the data. MN Stat. 13.04, subd. 2.

By copy of this notice I have been advised of my right to refuse to provide certain confidential information and acknowledge receipt of the Tension Warning.

Signature

Date

VETERAN'S PREFERENCE STATUS FORM

Applicant: _____

The City of Stewartville has made a determination that the position for which you are applying may require application of the Veterans Preference Process. Please complete this form by following the three steps below and return with your application.

1. Print your name in the box above.
2. Answer the four questions that appear below.
3. Sign your name at the bottom of this page.

NOTE: Applicants who do not answer affirmatively on this form will have been considered to have waived their right to veterans preference status for which they otherwise may have been entitled. Please contact City Hall if you have any questions regarding this *Veterans Preference Status Form*.

- 1. Are you entitled to Veterans Preference status as defined by Minn. Stat. § 43A.11, subd. 6, and claiming veterans preference points?** Such an individual is generally defined as a United States citizen or resident alien who has left, under honorable conditions, any branch of the armed forces of the United States who has either served on active duty for 181 consecutive days, has been disabled while serving on active duty, or has active service as a reservist.

Yes _____ No _____

- 2. Are you a surviving spouse of a deceased veteran meeting the definition above in question 1, and claiming veterans preference points?**

Yes _____ No _____

- 3. Are you a disabled veteran as defined by Minn. Stat. § 43A.11, and claiming veterans preference points?** Such an individual is generally defined as a veteran who has a compensable service-connected disability as determined by the United States Veterans Administration or by the retirement boards of the several branches of the armed forces.

Yes _____ No _____

- 4. Are you a surviving spouse of a deceased disabled veteran meeting the definition above in question 1, and claiming veterans preference points?**

Yes _____ No _____

I declare under the penalties of perjury that I am the person making the claims contained in this document. The effect of this verification shall be the same as subscribed and sworn to under oath. (Minn. Statutes 1945, Sec. 471.38, as amended by Laws 1949, Chap.416)

Signature of Applicant

Date

City of Stewartville
Request for Background Screening Information

Background Screening May Include (but not limited to):

*Civil & Criminal Record Check *Driver's License Check *Outstanding Warrants

Requested Information (please print)

1. Applicants Name: _____

2. Address: _____

3. Driver's License, State Identification or Military ID: _____

4. Date of Birth: _____ 5. Phone # _____

6. Sex: M__ F__ 7. Maiden Name: _____

8. Prior Addresses: _____

Release Information to:

I, the undersigned do hereby authorize the City of Stewartville to conduct a background screening as permitted by law.

Signature

Date

Please attach a copy of your Driver's License