



VILLAGE OF NORRIDGE

4000 North Olcott Avenue • Norridge, Illinois 60706-1199
708/ 453-0800 FAX 708/ 453-9335
www.villageofnorridge.com

May 10, 2019

PRESIDENT

James Chmura

CLERK

Debra J. Budnik

TRUSTEES

Ursula A. Kucharski

Dominic S. Falagario

Jacqueline Gregorio

Dominic Sulimowski

Donald Gelsomino

Daniel Tannhauser

JOB POSTING:

FULL-TIME CUSTODIAN

Under the supervision of the Buildings and Grounds Supervisor or his/her designee, the candidate will be responsible for performing various cleaning and maintenance functions for all Village-owned buildings as well as all Village-owned and Village-maintained properties, including all buildings and grounds. The candidate will also assist the Buildings and Grounds Supervisor and other Village Custodians with various maintenance duties and responsibilities.

Candidate will work generally Monday through Friday, 7:00 AM to 3:30 PM; however actual hours may vary at times. Flexibility is required.

Duties and Responsibilities:

- Maintain and clean Village-owned buildings and grounds; work includes but is not limited to:
 - Washing windows
 - Cleaning restrooms and toilets
 - Cleaning fixtures
 - Sweeping, scrubbing, mopping and dusting floors
 - Vacuuming carpets
 - Emptying out trash cans & replacing trash can liners
 - Picking up debris and litter from properties and around the Village
 - Shoveling snow with a shovel and/or snow thrower, applying salt where needed
 - Painting
 - Maintaining plants and landscape around Village properties
 - Performing routine unskilled or semi-skilled work using small electric tools, small hand-held power tools or other Village equipment
 - Pick-up branches from streets and parkways following storms or windy days
 - Minor tree trimming
 - Setting up tables and chairs for special events, classes or programs at the Community Centers
 - Minor woodwork
- Perform clean-up work after special events, classes or programs
- Order, pick-up and deliver maintenance supplies
- Other duties as assigned



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Qualifications & Requirements:

- High School Diploma or equivalent
- Valid Driver's License
- Must be able to speak, read and write the English language; any other languages will be considered a plus
- Knowledge of worker's safety rules, regulations and laws
- Must know or be able to learn how to use Microsoft Outlook
- Must know or be able to learn how to use Public Stuff software
- Subject to random drug and alcohol testing
- Must comply with Village dress code
- Must be flexible in adjusting working hours to accommodate scheduled events which can occur between the hours of 7:00 AM and 9:00 PM

Physical Requirements:

- Work involves considerable physical activity in an indoor and outdoor setting with exposure to physical harm
- Frequent need to walk, talk, hear, stand & use hands
- Occasional climbing of stairs
- Frequent squatting and bending
- Crawling, as needed
- Lifting, often combined with bending and/or twisting
- Exposure to weather conditions
- Operate a Village vehicle, and get in and out of the vehicle many times throughout the day

Salary: \$44,000.00 - \$48,000.00 annually, depending on qualifications.

Applications may be mailed or hand delivered to:

Village of Norridge
c/o Joanna Skupien
4000 N. Olcott Ave.
Norridge, IL 60706

Must be received by noon, Friday, May 31st, 2019.