



Northville Housing Commission
401-A High Street • Northville, Michigan 48167-1273
Phone: (248) 349-8030 • FAX: (248) 305-2896

POSITION TITLE: Custodial Maintenance Assistant
POSITION TYPE: Permanent Part-Time
DEPARTMENT: Housing
SALARY: \$12.00 per hour
REPORTS TO: Maintenance Manager

General Summary: The purpose of this position is to perform a variety of tasks related to cleaning, light maintenance and vacant unit turnover at Allen Terrace, a senior apartment community for independent living. The Custodian must demonstrate skills at operating light duty mechanical equipment such as vacuum and carpet cleaner. Attention to detail is necessary.

Supervisory Responsibilities: This is a non-supervisory position.

Essential Job Functions: Cleaning duties such as vacuuming, sweeping, mopping, surface cleaning and dusting in lobby, common areas, stairwells, public restrooms and vacant apartments. Perform minor maintenance duties. Perform other related duties as assigned.

Minimum Qualifications:

Possess necessary custodial skills – some janitorial experience preferred
General knowledge of janitorial supplies and their applications
Ability to perform outlined tasks with minimal supervision
Capable of lifting tools, equipment, or materials weighing up to 30 pounds
Self-motivated, punctual and prompt in performing tasks
Candidates must be at least 18 years of age and have reliable transportation
The successful candidate will be required to take and pass a pre-employment physical including drug test and background check

Physical Effort and Working Conditions: This position requires frequent bending, stooping, lifting and/or handling objects weighing up to 30 pounds and climbing ladders. The employee occasionally works in awkward positions.

Compensation:

Part-time position \$12.00 per hour. There are no fringe benefits with this position

Hours: Typically 8:00 a.m. to 1 p.m. four days per week.

Selection: The successful candidate will be required to take and pass a pre-employment physical including drug test and background check. Interested applicants should submit a City of Northville [Employment Application](#) and resume with references via email to HR@ci.northville.mi.us or mail to Human Resources, 215 W. Main Street, Northville, Michigan 48167. The City of Northville is an ADA/EOE employer.