



HOWARD COUNTY GOVERNMENT

Job Posting

Complete an application online at
<https://www.in.gov/counties/howard/home/careers/>

Howard County Government is an Equal Opportunity Employer

MAINTENANCE-JANITORIAL

POSITION: Maintenance-Janitorial

DEPARTMENT: Maintenance

WORK SCHEDULE: Afternoons, 28 hrs. /per week

STATUS: Part Time

FSLA STATUS: Non-Exempt

SALARY: \$16.10/hourly

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

DUTIES:

- Basic janitorial services for 3 Howard County facilities
- Ensure all facilities are clean, secure and ready for the next business day
- All other duties as assigned by your immediate Supervisor and the Howard County Building Superintendent

SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization. Ability to calculate figures and amounts proportions, percentages and balances. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

RESPONSIBILITY:

To apply normal janitorial practices to the Courthouse, Administration Center and the Jeff Stout Government Center on a daily basis. To follow all orders given by your immediate supervisor and the Superintendent of Buildings and Grounds.

EDUCATION AND EXPERIENCE:

High School diploma or general education degree.

Some janitorial history and/or work experience is preferred.

**To apply for this position, please complete a Howard County Employment application located online at <https://www.in.gov/counties/howard/home/careers/> and send application and resume to:
Bill Stonestreet, Building Superintendent, bill.stonestreet@howardcountyin.gov**