

JANITORIAL POSITION OPENING

The City of Darlington is seeking a person with experience in building maintenance and janitorial work at the Municipal Building. This is a part-time position and responsibilities include daily cleaning of all restrooms and locker rooms, entryways and hallways; and waste and recycling pickup and disposal. Outside duties include snow shoveling, lawn mowing and other general landscaping and general maintenance of buildings. Light mechanical, electrical, plumbing, HVAC and boiler experience a plus; however, we are willing to train. Must be able to lift a minimum of 40 lbs., and not have a fear of heights. Normal work week is Monday through Friday, but will include some weekend hours. This is a second shift position, 20 to 25 hours per week. Base rate for this position is \$18.00 per hour. Starting wage based on experience. Valid driver's license and six months probation period required. Successful applicant will be subject to background check and drug testing. Applications and complete position description are available at the City Office at 627 Main Street, Darlington, WI 53530, or on the City's website, darlingtonwi.org or by calling (608) 776-4970. Submit application to Finance and Personnel Committee, c/o Mike McDermott, Mayor, City of Darlington, 627 Main Street, P.O. Box 207, Darlington, WI 53530. Application deadline is Wednesday, November 29th, 2023 at 1:00 PM.

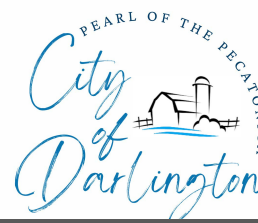
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JANITORIAL POSITION DESCRIPTION

1. Part-time janitorial / maintenance position for the City of Darlington; Monday through Friday, and will include some weekend hours. This position is under the supervision of the Municipal Building Maintenance Department head.
2. Person responsible for janitorial / maintenance work at the Municipal Building.
3. This is an hourly position. Starting wage based on experience.
4. Since this is a part-time position, no city benefits will be provided.
5. The following is a list of some of the required duties:
 - Cleaning of all restrooms and locker rooms, entryways and hallways; and cleaning of office spaces.
 - Waste and recycling pickup and disposal.
 - Light mechanical work, electrical work, plumbing, HVAC and boiler knowledge a plus, but willing to train.
 - Outside duties includes snow shoveling, general landscaping, exterior building maintenance and leaf removal. Snow removal may require early morning and weekend hours.
 - HVAC roof top units require cleaning, filter changes and greasing.
 - Interior HVAC and boiler maintenance required, along with computer knowledge for HVAC and heating controls. Will train selected applicant on current building equipment. Water softener monitoring.
 - Interior floor maintenance such as scrub floors, strip and wax floors, clean and vacuum carpets, and shampoo carpets when needed. Some of this work is completed on weekends.
 - Able to lift minimum of 40 lbs., and ability to work in elevated conditions.
 - Able to learn to operate fire alarm system.
 - Able to operate city equipment like Bobcat, tractor with broom. Will train as needed.
 - Do laundry on site of towels and mops.
 - Check all doors.
 - Assist with set up for activities in the gym.
 - Other duties as assigned.
6. Applicant must have a valid driver's license.
7. Six months probation period applies.
8. Successful applicant will be subject to background check and drug testing.
9. Starting date of position is as soon as possible for applicant selected.

City of Darlington

Employment Application Page 1 of 2



Applicant Information

Full Name: _____ Date: _____
Last First Middle

Address: _____

Email Address: _____ City State ZIP

Phone: _____ Cell Phone _____ Social Security No.: _____

Position Applied for: _____ Date Available: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever been convicted of a felony? YES NO If yes, explain? _____

Have you ever worked for this City? YES NO If so, when? _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____



Employment Application Page 2 of 2

Employment History

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

Start date: _____ End: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

Start date: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

Start date: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____