



City of Ishpeming - Position Description Light Maintenance/Custodian – Part Time

Organization Title: City of Ishpeming Light Maintenance/Custodian – Part Time

Position Location: City of Ishpeming

State of Michigan

County of Marquette

POSITION CLASSIFICATION

POSITION:

The Light Maintenance/Custodian is a non-union position hired and employed under the general supervision and direction of the City Manager or designee. This position is responsible for the upkeep, repair, and general maintenance of the City of Ishpeming Facilities, excluding the Police & Fire Departments.

The Light Maintenance/Custodian performs maintenance and cleaning duties inside and outside the Facilities, and seasonal tasks including snow removal and landscaping.

CITATION:

Supervisory Certification: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

SUPERVISOR POSITION: City Manager or Designee

REVIEWED DATE: [Insert Date]

Position Information | Conditions of Employment | Position Assignment

Detail	Requirement
FLSA – NON-EXEMPT	Drug Test Required – NO
Primary Work Role – Facility – Light Maintenance/Custodian	Financial Management Certification – NO
Additional Work Role	Essential Designated – YES
Interdisciplinary – No	Probationary – NO
Required Access to Firearms – NO	Security Access – NO
Personal Reliability Screening – NO	Vaccination –NO
FLSA Appeal – NO	Financial Disclosure – NO
Supervisory Status – No	Lautenberg – NO

SUPERVISORY CONTROLS:

Works under the general supervision of the City Manager or assigned department lead. Follows established maintenance schedules and responds to requests for repair and upkeep. Receives work assignments and guidance on priorities but must exercise independent judgment in troubleshooting and completing tasks. Interacts with senior residents with professionalism and care.

MAJOR DUTIES:**Maintenance and Repair Duties:**

- Conduct routine maintenance on plumbing, electrical, and HVAC.
- Perform interior and exterior maintenance, including painting, minor wall repair, and fixture replacement.
- Perform snow removal, grass cutting, and groundskeeping duties to maintain a safe and accessible facility.

Preventative Maintenance:

- Assist in conducting inspections to identify problems before they become major issues.
- Keep accurate maintenance records, including dates and descriptions of services performed.

Custodial Duties:

- Sweeping, mopping, and vacuuming floors.
- Emptying trash and recycling bins.
- Cleaning and sanitizing restrooms.
- Dusting and wiping down surfaces.
- Restocking cleaning and hygiene supplies.

General Support and Safety:

- Maintain a clean, safe, and organized work environment.
- Follow safety regulations and report potential hazards.
- Work collaboratively with other staff, contractors, and city departments.
- Provide input on supply needs and help manage inventory.

Other Duties as Assigned:

- Any other duties assigned by the City Manager or designee.
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CONDITIONS OF EMPLOYMENT:

1. This position is designated as Essential. Incumbent may be called upon to perform duties during city-declared emergencies or weather events.
 2. Must possess or obtain a valid State of Michigan driver's license.
 3. May be required to work outside standard business hours.
 4. Must be able to lift 50 pounds and work in outdoor conditions year-round.
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MINIMUM QUALIFICATION REQUIREMENTS:

- High school diploma or GED equivalent.
- One to three years of experience in general maintenance, building repair, or related field.
- Demonstrated knowledge of basic electrical, plumbing, carpentry, and groundskeeping practices.
- Strong customer service and interpersonal communication skills.
- Ability to work independently and maintain schedules.