

NOTICE

There is a job vacancy with **BAY COUNTY ANIMAL CONTROL**.

JOB TITLE: **PART-TIME CUSTODIAN/KENNEL ATTENDANT**

RATE OF PAY: **\$11.71 per hour entry progressing to
\$13.74 per hour after 6 years (TS04)**

Part-time position; variable hours, up to 29 per week. This position pays limited benefits in accordance with the USW Part-time labor agreement, although union membership is voluntary.

GENERAL SUMMARY: Under the direct supervision of the Animal Control Manager, performs a variety of cleaning tasks to keep County buildings in a clean and orderly manner. This position involves the handling and feeding of animals and cleaning of kennel area. Individuals must be comfortable working with and around various types of animals.

ESSENTIAL FUNCTIONS:

1. Dust mops and wet mops floors and stairways and operates vacuum to clean carpet areas.
2. Periodically strips floors of old wax, applies fresh wax and operates power buffer to polish floors.
3. Dusts furniture, empties wastepaper baskets and cleans windows, mirrors and doors.
4. Cleans and sanitizes drinking fountains and restrooms replenishing supplies and dispensers as needed.
5. Checks lights and secures windows and building entrances after cleaning or on a regular basis.
6. Reports irregular activities and advises supervisor of conditions requiring major maintenance or repair.
7. Moves furniture to facilitate cleaning or rearrange office layout as needed.
8. Cleans animal kennels, lets animals out as necessary, feeds animals.
9. Performs the intake of animals including but not limited to cats and dogs and placing them in appropriate kennel(s).
10. Bathes animals when their condition warrants.
11. Consistent and punctual attendance is an essential function of this position.
12. All other duties as assigned.

The above statements are intended to describe the general nature of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

QUALIFICATIONS: County prefers an individual who has experience in cleaning large buildings and office complexes. Individual must be able to be assigned duties and work with minimal supervision. Applicants may be required to take written and/or other examinations.

PHYSICAL REQUIREMENTS: This position requires sitting, being mobile, bending and/or standing for significant periods of time. Additional requirements include the ability to move objects according to the following weight & frequency: Generally, 20-50 pounds of force up to one third of the time.

APPLICATION PROCEDURE: Apply online at www.baycounty-mi.gov or in person/via US Mail at the Bay County Personnel Department, 515 Center Avenue, Suite 302, Bay City, Michigan 48708 no later than **4:00 p.m. Friday, September 22, 2017.**

Bay County is an Equal Opportunity Employer

"Bay County is an equal opportunity employer. It is the policy of Bay County and its departments to pursue equal employment opportunity regardless of height, weight, political or religious affiliations, race, color, sex, disability, familial status, sexual orientation, gender identity, national origin, or other protected classification set forth by law in our relationship with applicants for employment, employees of the department, and the public."