

**Job Title: Custodian**  
**Employer: City of Elyria**

**Position Summary:**

The City of Elyria is seeking a dependable and hardworking Custodian responsible for the daily cleaning, maintenance, and upkeep of city hall. This position plays a key role in ensuring safe, clean, and functional facilities for employees and the public.

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**Essential Duties and Responsibilities:**

- Perform daily cleaning and maintenance of city hall (and occasionally other city buildings)
  - Complete departmental tasks as assigned by the Safety Service Director or designated supervisor
  - Operate and maintain equipment and vehicles necessary for departmental functions (training provided)
  - Clean and properly store all cleaning equipment and supplies
  - Perform physically demanding work for extended periods in varying weather conditions
  - Receive, load, unload, and distribute supplies and equipment; move furniture as needed
  - Assist other departments as directed
  - Monitor heating, air conditioning, and ventilation systems; report issues to supervisor
  - Travel between City Hall, CMG, and the Water Pumping Plant as needed
  - Work flexible hours as directed by the supervisor
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**Qualifications:**

- Must be at least 18 years of age
  - High school diploma or equivalent required
  - Valid Ohio driver's license (must be maintained)
  - Dependable, trustworthy, and in excellent physical condition
  - Ability to communicate effectively with coworkers and the public
  - Must possess/maintain a working telephone
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**Knowledge, Skills, and Abilities:**

- Knowledge of building maintenance and safety procedures
- Ability to use basic maintenance tools and equipment (with training)
- Ability to follow written and verbal instructions
- Ability to work independently for extended periods

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**Equipment Used:**

Includes, but is not limited to: floor scrubbers, waxing machines, vacuums, lawnmowers, sidewalk edgers, and weed eaters.

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**Working Conditions:**

- Exposure to hot, cold, wet, and windy conditions
  - Exposure to cleaning chemicals and waste materials
  - Frequent lifting and moving of heavy objects
  - Work may involve ladders and physically demanding tasks
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**Work Schedule:**

- Monday through Friday, 7:00 a.m. – 3:30 p.m.
  - Overtime may be required in accordance with the union contract
  - Flexibility is required to meet operational needs, including weather or service emergencies
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**Starting Pay Rate:** \$22.82-\$23.37/hour

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**How to Apply:**

Qualified candidates should submit a City of Elyria application, available at [www.cityofelyria.org](http://www.cityofelyria.org), by:

- Email: [careers@cityofelyria.org](mailto:careers@cityofelyria.org)
  - Mail or In Person:  
ATTN: HR  
131 Court Street, Suite 104  
Elyria, OH 44035
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**Equal Opportunity Employer:**

The City of Elyria is an equal opportunity employer and does not discriminate on the basis of

race, religion, color, national origin, gender, sexual orientation, gender identity, age, military status, veteran status, genetic information, disability, ancestry, familial status, or any other protected status under applicable law.