



JOB ANNOUNCEMENT

The City of West Plains, an Equal Opportunity Employer, is seeking a qualified candidate to serve as a Civic Center Custodian. This is a full-time, non-exempt position consisting of 40 hours per week.

The ideal candidate regularly demonstrates our values of teamwork, commitment, learning, integrity, customer service and initiative. The position performs a variety of routine custodial tasks involving the care and cleaning of the Civic Center interior, spearheads the setup and teardown for event rentals, and provides routine maintenance in the building as determined by the Civic Center Supervisor.

This can be a physically strenuous position and the employee will regularly move heavy objects such as tables and chairs, as determined by the needs of the individual event. This indoor environment will expose the employee to moderate to high noise levels and controlled temperature conditions. Must possess mobility to perform manual labor duties, such as frequent bending, lifting, pushing, pulling, reaching, standing, stooping, and walking to perform cleaning duties and to move equipment, supplies and furniture. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 100 pounds. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision, peripheral vision, and ability to adjust focus. Mental application utilizes memory for details, verbal instructions, emotional stability, and critical thinking.

MINIMUM QUALIFICATIONS

- High School diploma, GED or equivalent.
- One (1) year of full-time experience in custodial or customer service-related field.
- Possess and maintain a valid Missouri Driver's License throughout employment and meet the requirements of the City of West Plains Operation of Vehicles Policy.

SALARY AND BENEFITS

- This position has a salary range of \$13.06 to \$18.21 per hour, depending on qualifications and experience.
- A comprehensive benefit package is also offered, which includes:
 - Medical, Dental, Basic Life/AD&D and Long-Term Disability coverages offered at zero cost to the employee, with dependent coverage offered at the employee's cost.
 - Missouri Local Government Employee Retirement System (LAGERS) which is fully funded by the City (no cost to employee) with vesting after 5 years.
 - Voluntary participation in Vision, Cafeteria Plan IRS Section 125, Deferred Compensation 457(b) Plans, Flexible Spending Account (FSA) and Supplemental Life, Accident, Cancer coverage, and an Employee Assistance Program (EAP).
 - Generous paid time off ("PTO") program in which new employees receive eight hours of PTO per pay period.

TO APPLY

To be considered for employment, you must submit a completed City of West Plains application. Applications are available online at www.westplains.gov. Completed applications and resumes may be emailed to hr@westplains.gov or delivered in-person to City Hall. All offers of employment are contingent upon successful completion of all pre-employment or post-offer testing, including but not limited to, drug and alcohol screening, thorough background investigation, credit check and medical examination.