



JOB ANNOUNCEMENT

The City of West Plains is currently seeking a **Building Attendant** to join our team. This position is responsible for maintaining the cleanliness, safety, and appearance of the City Hall building complex through routine custodial work and light maintenance duties. Responsibilities include cleaning offices, restrooms, public areas, and meeting spaces, as well as setting up and tearing down for city meetings, municipal court, and special events. The Building Attendant regularly demonstrates a commitment to high-quality customer service (internal & external) and exhibits the values, vision, and mission of the City of West Plains.

KEY RESPONSIBILITIES

- Perform routine cleaning and sanitizing of offices, restrooms, breakrooms, hallways, meeting rooms, windows, and public areas.
- Sweep, mop, vacuum, shampoo carpets, dust surfaces, and maintain floors using custodial equipment.
- Set up and tear down tables, chairs, and equipment for city meetings, municipal court, and staff events.
- Perform light maintenance duties, including replacing light bulbs, tightening hardware, painting, and other minor repairs.
- Empty trash receptacles, maintain custodial supply inventories, and report facility maintenance concerns to the Facilities Manager.
- Ensure compliance with safety procedures and proper handling of custodial chemicals and equipment.

WHAT WE'RE LOOKING FOR

- **Self-Motivated:** Ability to work independently and manage daily tasks effectively.
- **Physical Stamina:** Ability to perform manual labor including bending, lifting, pushing, pulling, standing, climbing ladders, and moving equipment and supplies weighing up to 50 pounds.
- **Attention to Detail:** Commitment to maintaining a clean, safe, and professional environment throughout City Hall.
- **Basic Computer Skills:** Ability to check email and complete routine electronic timekeeping functions.
- **Customer Service Focus:** Ability to work cooperatively with city employees, elected officials, and members of the public.
- **Schedule Flexibility:** Availability to work occasional evenings and city events as needed.

MINIMUM QUALIFICATIONS

- High School diploma, GED or equivalent.
- One (1) year of full-time experience in a 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.
- Successful completion of a background check, pre-employment drug screen and physical evaluation required.

SALARY AND BENEFITS

- The Building Attendant has a salary range of \$16.02 to \$22.33 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, Critical Illness coverage, Hospital Indemnity plans, and an Employee Assistance Program (EAP).

- o 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.