

STATE OF MICHIGAN



Sandra Ference Cicirelli
DISTRICT JUDGE

Mark A. McConnell
DISTRICT JUDGE

THE DISTRICT COURT
18TH JUDICIAL DISTRICT
36675 Ford Road
Westland, MI 48185
(734) 595-8720
FAX (734) 595-0160
www.18thdistrictcourt.com

David R. Wiacek
MAGISTRATE

JAMES B. GIBBS
COURT ADMINISTRATOR

JOB ANNOUNCEMENT

Part Time Custodial, Maintenance and Work Program Supervisor

\$15.00 per hour
No Benefits; paid time off
UNION - EXEMPT

Posting Date: January 30, 2019
Removal Date: Open Until Filled

GENERAL SUMMARY OF DUTIES: Under the supervision of the Judge and Court Administrator the successful candidate will perform duties related to general custodial and maintenance of the courthouse. This will also include monitoring, transportation, and supervision of individuals ordered to complete community service through the court's work program.

Duties include performing general custodial tasks such as trash, painting, and cleaning. Additional small repairs for mechanical devices such as doors, faucets and snow removal. Operation of a work program van, snow blowers and lawn equipment on a regular basis. There are additional clerical paperwork as well as directing individuals to complete specific tasks, monitoring individuals for compliance of work program rules, and communicating with the general public. *Weekend schedule is required.*

QUALIFICATIONS: The candidate shall possess a minimum of a high school diploma or a GED and must have a valid chauffer's license. Must be able to work independently and be able to direct individuals in completing assigned tasks. Must be able to stand and walk for longer periods of times as well as work in all weather conditions. Must pass a pre-employment criminal/civil background check and drug screen. Employees will be fingerprinted.

Must have basic understanding with the operation and maintenance of light power equipment such as lawn mowers, edge trimmers and snow blowers. Experience with light power equipment repair and maintenance as well as general building maintenance is preferred.

EXAMINATION PROCEDURE: Applications will be screened for minimum qualifications and those best qualified will be interviewed. Applicants shall provide proof of diploma and copy of driver's license at time of hire.

APPLICATION PROCEDURE: The position indicated above is open for all qualified applicants. To apply, send a cover letter and a resume to the following address:

18th District Court
Attn: James Gibbs, Court Administrator
36675 Ford Road
Westland, MI 48185
Jgibbs@18thdistrictcourt.com

Only submissions received by mail or e-mail will be considered

18th DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER