



## **JOB ANNOUNCEMENT**

### ***General Public Vacancy***

**OPEN DATE: March 14, 2023**

**CLOSE DATE: Until Filled**

**JOB TITLE:** Maintenance Worker I/Custodian

**PAY RATE:** \$14.00/hr

**DEPARTMENT:** Community Services

**DIVISION:** Museum

#### **SUMMARY**

Performs under the direction of the Museum Curator/Manager

#### **DUTIES AND RESPONSIBILITIES**

- Performs daily, weekly, or monthly maintenance on floors, including dusting, mopping, sweeping, vacuuming, or other cleaning processes.
- Performs daily, weekly, or monthly maintenance on windows, as needed.
- Performs daily, weekly, or monthly maintenance on walls or other interior surfaces, including wiping, dusting, vacuuming, or other cleaning processes.
- Performs daily or weekly trash gathering and removal. Moves recyclables to designated collection points.
- Maintains trash containers per schedule or orders
- Sets up and operates cleaning and maintenance machines, ladders, or other tools.
- May operate trash/carton compactor.
- May assemble, install, and/or repair pipe systems or plumbing.
- May assist installation of machinery and equipment.
- May paint or repair woodwork, flooring, or walls with approved materials.
- Performs other work as required or assigned

#### **MINIMUM JOB QUALIFICATIONS**

- One years of recent work experience in landscape or grounds maintenance, horticulture, or construction that demonstrates the ability to perform the essential functions of this class.

#### **EMPLOYMENT REQUIREMENTS**

- Must possess and maintain an insurable New Mexico Class D Driver's License.
- High School Diploma or GED.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to utilize hand and power tools required in general grounds maintenance work.
- Ability to learn to operate the operation of various maintenance equipment and machinery.
- Ability to speak effectively orally and in writing.
- Ability to organize, prioritize, meet deadlines, and follow up on assignments.
- Ability to demonstrate strong customer service skills and establish, maintain, and foster positive and effective working relationships.
- Ability to identify safety hazards in parks and recreation areas.

*Maintenance Worker I*

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- Ability to operate a public vehicle safely and efficiently.
- Ability to respond appropriately to changing situations.
- Ability to learn relevant laws, rules, regulations, policies, and procedures.
- Knowledge of occupational hazards and related safety precautions.
- Knowledge of basic methods, tools, materials, and equipment used in grounds maintenance work.
- Knowledge of basic construction and repair methods.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS**

- Work is performed indoors and outdoors with moderate to loud noise levels.
- Required to work medium to heavy manual labor; must possess strength, stamina, and mobility to work around machines, climb and descent ladders, operate tools and equipment and operate a motor vehicle.
- Frequent exposure to controlled temperature conditions, cold and hot temperatures, or inclement weather conditions.
- Exposure to chemicals, mechanical and electrical hazards, and hazardous physical substances and fumes.
- Regularly required to work an on-call and irregular work schedule, including weekends, early mornings, evening, and holidays.
- Work requires frequent standing, sitting, walking, reaching, bending, squatting, climbing, and kneeling; eye/hand coordination. Frequent walking in operational areas to identify problems or hazards.
- Regularly required to lift, carry, push, pull and/or move up to 100 pounds or heavier and occasionally lift, carry, push, pull and/or move up to 100 pounds or heavier weight with assistance and/or the use of proper equipment.

**NOTE:** This position is subject to drug testing both pre-employment and random as set forth in the City of Las Vegas Drug Policy.

**APPLICATION PROCEDURE** – Interested applicants must submit a City of Las Vegas Employment Application.


The employment application is available at:  
<https://www.lasvegasnm.gov/general-7-1>

Application Materials can be sent to: Human Resources Department  
 1700 N Grand Avenue  
 Las Vegas, NM 87701

OR send via email to: [mgarcia@lasvegasnm.gov](mailto:mgarcia@lasvegasnm.gov)

**Reviewed and approved for publishing by:**

  
 Leo Maestas, City Manager

  
 Darlene Arguello, Human Resource Director