



JOB ANNOUNCEMENT

General Public

OPEN DATE: October 31, 2022

CLOSE DATE: Until Filled

JOB TITLE: Custodian **PAY RATE:** \$12.00/hour

DEPARTMENT: Las Vegas Police Department

SUMMARY

Under the supervision of the Chief of Police or his designee, the Custodian is responsible for keeping all furnishings, structures and equipment clean and suitable for occupation and use by employees and visitors.

Due to federal, state and departmental laws and/or regulations, incumbent must be able to maintain confidentiality and security regarding all legal and operational matters learned, seen or heard as a result of employment.

DUTIES AND RESPONSIBILITIES

- Clean common areas such as restrooms, hallways, lobby, grounds and other areas as required.
- Maintain immediate outside area clear of trash and weeds.
- Performs snow removal and salting as required.
- Cleans fixtures, blinds, shelves, etc.
- Wash windows, restrooms, entryways, walls, doors and windows as needed.
- Clean floors on a regular basis; shampoo carpets and wax floors as required.
- 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.
- Obtain quotes/bids or other items necessary in procurement process as necessary.
- May assist in installation of machinery and equipment.
- Paint interior walls when needed.
- Ensure proper care in the use and maintenance of equipment and supplies.
- Follow all City of Las Vegas and Departmental rules, regulations, policies and procedures.
- Maintain regular attendance and interact professionally with the public.
- Performs other related duties as required.

MINIMUM JOB QUALIFICATIONS

- High school diploma or equivalent.
- One (1) year related experience.

EMPLOYMENT REQUIREMENTS

- Must possess and maintain an insurable New Mexico Class D Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES

- Skill in the use of tools and materials commonly used in building cleaning and maintenance activities.

- Basic ability to inspect structures to determine basic repair needs.
- Ability to communicate effectively both verbally and in writing.
- Ability to understand and follow specific oral and written instructions and procedures.
- Ability to operate motorized vehicles and power equipment in a safe manner.
- Ability to interact professionally with the public.
- Ability to maintain confidentiality.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

- Work is performed indoors and outdoors.
- Work requires frequent standing, walking, bending, squatting, climbing and kneeling.
- Regularly required to lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.
- Frequently exposed to hazardous chemicals/materials, fumes/odors and dirty/dusty conditions.

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

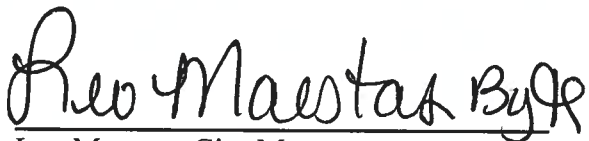
The employment application is available at:

<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

Reviewed and approved for publishing by:



Leo Maestas, City Manager



Darlene Arguello, Human Resource Director