



## **JOB ANNOUNCEMENT**

### ***General Public***

**OPEN DATE:** September 21, 2022

**CLOSE DATE:** Until Filled

**JOB TITLE:** Custodian (Full-Time)

**PAY RATE:** \$13.00/hour

**DEPARTMENT:** Community Services

**DIVISION:** Senior Center/ Carnegie Library

### **SUMMARY**

Under the direct supervision of the Assistant Senior Center Manager, Carnegie Library Manager, and/or Community Services Director or designee.

Responsible for the upkeep of furnishings, structures, and equipment. Maintains the facility to ensure a clean and suitable environment for Carnegie Library and Senior Center participants, staff, and visitors.

### **DUTIES AND RESPONSIBILITIES**

- Able to work as part of a small team requiring close cooperation with the Manager, and other Carnegie Library and Senior Center staff.
- Responsible for maintaining any/all checklists and logs associated with the position.
- Performs daily, weekly, or monthly maintenance on floors, including dusting, mopping, sweeping, vacuuming, or other cleaning processes.
- Performs daily cleaning of bathrooms by filling dispensers, cleaning toilets, sinks, mirrors, floors, and windows. Also cleaning bathroom stalls and walls daily, weekly and monthly.
- 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 order
- Sets up and operates cleaning and maintenance machines, ladders, or other tools.
- May operate trash/carton compactor, or other equipment to dispense of all trash collected.
- May assist installation of machinery and equipment.
- May paint or repair woodwork, flooring, or walls with approved materials.
- May assist in salting and sweeping exterior sidewalks when needed.
- Performs related work as required

### **MINIMUM JOB QUALIFICATIONS**

- High school diploma or equivalent.
- One (1) to two (2)year related experience.

### **EMPLOYMENT REQUIREMENTS**

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

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

- Some knowledge of tools, methods, and materials in general maintenance work.

- Knowledge of building cleaning practices, supplies and equipment, some knowledge of basic building maintenance practices.
- Ability to perform minor maintenance tasks related to carpentry, painting, plumbing, and electricity.
- Ability to understand and effectively carry out oral and written assignments.
- Skill in the use of tools and materials commonly used in building cleaning and maintenance activities.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS**

- Majority of work is conducted inside. The noise level in the work environment is usually moderate to loud, however can become extremely loud.
- While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to handle, or feel; reach with hands and arms; and talk or hear.
- The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds.
- Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

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

The employment application is available at:

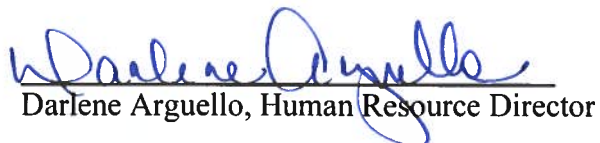
<https://www.lasvegasnm.gov/general-7-1>

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