JOB ANNOUNCEMENT
General Public
OPEN DATE: January 1, 2023
CLOSE DATE: Until Filled

JOB TITLE: Custodian (Part-Time) **PAY RATE:** $12.00/hour

DEPARTMENT: Parks & Recreation Department **DIVISION:** Recreation

SUMMARY

Under the supervision of the Recreation Supervisor and Parks & Recreation Director, the Custodian is responsible the care and cleaning of assigned facilities.

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, furniture, woodwork, 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.
- Provides operational support for events, classes, and programs, including, but not limited to, set up and tear down of tables, chairs, equipment, and supplies.
- Inspects facilities and equipment, reports issues in a timely manner to appropriate higher-level staff; performs minor facility maintenance.
- Monitors and enforces rules, policies, and procedures.
- Maintain logs and records of events.
- Receives and responds to questions, concerns, and complaints from patrons; determines issues and resolves or refers to higher-level staff as appropriate.
- Assists with opening, closing, and securing facilities in compliance with policies and procedures.
- Participates in required training sessions, including safety drills and other emergency procedures; performs all work in a safe manner in accordance with policies and procedures.
- Assists with City special events as needed.
- Ensure proper care in the use and maintenance of equipment and supplies.
- 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 posses 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, mechanical/electrical, fumes/odors and dirty/dusty conditions.
- Exposure to moderate to extreme noise levels.
- Regularly required to work irregular work schedule, including weekends, early mornings, evening and holidays.

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

Reviewed and approved for publishing by:

Leo Maestas, City Manager

Human Resource Director