



## **JOB ANNOUNCEMENT**

### ***General Public***

**OPEN DATE:** June 27, 2022

**CLOSE DATE:** Until Filled

**JOB TITLE:** Custodian (2 Full-Time)

**PAY RATE:** \$11.50/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 possess and maintain an insurable New Mexico Class D Driver's License.

*Custodian (FT)*

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**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](mailto:mgarcia@lasvegasnm.gov)

**Reviewed and approved for publishing by:**

  
Leo Maestas, City Manager

  
Human Resource Director