

# CITY OF MORIARTY

## Job Description

|                               |                               |
|-------------------------------|-------------------------------|
| Title: Maintenance Custodian  | Department: Civic Center      |
| Reports To: Event Coordinator | Non-Exempt     Hourly         |
| Safety Sensitive: Yes         | Part Time                     |
| Last Edited Date:             | Approved Date: 10 / 22 / 2025 |

### Purpose

To create a safe, clean, positive environment for those who use the Moriarty Civic Center This includes performing custodial activities, light building maintenance and repairs, grounds maintenance, set-up and tear down of equipment for events, greeting event clients on arrival, being available to clients during event, and reporting maintenance issues to the supervisor.

### Essential Functions

Essential functions may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

- Performs cleaning of meeting rooms, grounds, and common areas before, during and after events which includes refilling supplies in kitchen and bathrooms and taking all non-event trash to the dumpster.
- Performs light building maintenance and repair as directed by supervisor. This may include duties such as replacing light bulbs, etc.
- Responsible for workplace safety and reporting all maintenance issues which may cause a hazard to employees and clients.
- Performs outside maintenance and cleaning including but not limited to cutting and mowing weeds and grass, sidewalk and parking lot, pruning trees, trimming/edging sidewalks, picking up trash/debris and emptying outside trash cans.
- Interacts with public and employees who are at the Civic Center in a positive manner, offering help whenever possible to those needing directions.
- Responsible for set-up and take-down of all equipment e.g. table, chairs, stage, etc according to the plan dictated by the client.
- Responsible for keeping a visual inventory of supplies and notifying supervisor when supplies must be ordered. (paper towels, soap, toilet paper, cleaners)
- Performs all other duties as assigned by supervisor.

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## Requirements

The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Skill in understanding federal and state codes/regulations and City of Moriarty policies relating to workplace safety.
- Skill in understanding and applying applicable federal and state rules/regulations and City of Moriarty Policies/Procedures.
- Skill in reading, interpreting, understanding and applying applicable federal and state rules/regulations and City of Moriarty Policies/Procedures.
- Skill in proper cleaning techniques and maintenance of building and grounds.
- Skill in the performance of landscaping type work.
- Skill in working with a variety of hand tools, landscaping tools and equipment manuals.
- Skill in establishing and maintaining cooperative working relationships with the public, department staff, and other city departments.

## Education, Experience, Work Experience, Certifications and Licenses:

- High School diploma or G.E.D. must be obtained within 12 months of employment.
- One (1) year of general custodial and maintenance experience.
- Valid Driver's License is required.
- Alcohol Server Permit/Certificate desirable but not required.

## Environmental Factors, Work Conditions and Physical Requirements:

- Part-Time Position for total of 19.5 hrs/week with no more than 40 hours biweekly.
- Workdays and hours will vary dependent on Events Scheduled. Flexibility is a must.
- Work is performed in both internal and external environments with possible exposure to inclement weather, varying temperatures and potential for hazardous work situations and exposure to infectious disease.
- Work requires regular and punctual attendance.
- Subject to standing, walking, sitting, bending, reaching, kneeling and driving.
- Subject to lifting objects up to 80 pounds.
- Work requires ability to speak, hear, touch, and see.

## Tools and Equipment Utilized:

Cleaning equipment and supplies, hand tools, lawn mower, weed eater and motorized vehicles.