



Job Description

Title: Maintenance Custodian	Department: Civic Center
Reports To: Civic Center Coordinator	Non-Exempt Hourly
Safety Sensitive: Yes	Part Time
Last Edited Date: 10/10/23	Approved Date:

Purpose

Under close supervision, to perform day-to-day custodial activities and projects for the city including cleaning of city owned offices and buildings, common areas and grounds, to be responsible for light maintenance and repairs, and general office services. To operate construction equipment and to perform a variety of maintenance activities relating to the city infrastructure, roadway maintenance, water and sewer lines, landscaping and parks, and buildings and grounds.

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 offices, grounds, and common areas including, workplace safety, acquiring materials and tools, assists with light maintenance, cleans building perimeter, and may assist with office duties and recycling pick up as needed.
- Responds to emergency cleaning requirements in offices, grounds, and common areas. Maintains clean and safe environment for employees and the public, and interacts with and directs the general public.
- Performs general maintenance and repairs to city facilities and equipment through the application of general and mechanical skills, such as carpentry, painting, and/or plumbing, may change various filters and lighting components, may assist in maintenance and servicing of water and wastewater system, performs equipment lubrication and light maintenance, cleans-up facilities, grounds, and equipment.
- Mows grass, weeds plant beds, prunes trees, trims and edges landscaping, cleans facilities, grounds, ballparks, and other community facilities, performs maintenance and construction of recreation facilities and irrigation systems including light electrical work, plumbing, carpentry, masonry, and painting.
- Responsible for workplace safety, performs preventive maintenance and other general maintenance activities; operates a variety of maintenance related tools and/or heavy equipment



related to landscape maintenance. Performs animal control duties and other work-related assignments as required.

- May perform facilities services work, as needed.
- Performs all other duties as assigned by Management .

Requirements

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

Required Knowledge and Skills:

- Knowledge of federal and state codes and regulations relating workplace safety and city policies and
- Skill in understanding and applying applicable federal and state rules and regulations and city policies and procedures.
- Skill in reading, interpreting, understanding and applying applicable federal and state rules and regulations, City of Moriarty Policies and Procedures
- Skill in proper cleaning techniques and maintenance of buildings, grounds, and common areas.
- Skill in establishing and maintaining cooperative working relationships with the public, department staff, other city departments and contractors.
- Knowledge of equipment manuals, work orders and other documentation relating to the maintenance of city infrastructure, parks and facilities.
- Knowledge of city geography, parks and community facilities and work sites.
- procedures
- Skill in working with a variety of hand and power tools and landscaping and construction equipment; and equipment manuals.
- Skill in establishing and maintaining cooperative working relationships with the public, department staff, other city departments and contractors.
- Skill in the performance of landscaping and construction work.

Education, Experience, Work Experience, Certifications and Licenses:

Work experience directly related to the essential functions of the position may substitute for education at a rate of one (1) year of experience for each thirty (30) credit hours of education.

- A High School diploma or G.E.D. must be obtained within twelve (12) months of employment, in addition two (2) years' of responsible general maintenance experience are required.

Environmental Factors, Work Conditions and Physical Requirements:



- Work is performed in internal and environments with possible exposure to inclement weather, varying temperatures, the potential for hazardous work situations, and infectious diseases.
- Work requires regular and punctual attendance, as well as attendance at meetings and special events outside the normal work schedule.
- Subject to standing, walking, sitting, bending, reaching, kneeling, driving and lifting objects up to 80 pounds.
- Work requires ability to speak, hear, touch, and see.

Additional Special Qualifications/Requirements:

- A valid driver's license is required.
- Water Certification Level I preferred.
- Wastewater Certification Level I preferred.
- Animal Euthanasia Certification preferred.

Tools and Equipment Utilized:

- Special Equipment includes cleaning equipment and supplies, hand and power tools, landscaping equipment, computerized and conventional office equipment, testing and collection equipment, heavy equipment, large trucks, and motorized vehicles.

I attest that I can do the essential functions and meet the requirements of this job description.

Print Name

Signature

Date