

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.