



CITY OF SUNLAND PARK, NEW MEXICO

POSITION DESCRIPTION

POSITION TITLE: CUSTODIAN		GRADE: 1
DEPARTMENT: PUBLIC WORKS	FLSA STATUS: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	
APPROVED BY: _____		
City Manager	_____	Date
_____	_____	_____
Human Resources	_____	Date

The following statements are intended to describe the general nature and level of work performed by this position. It is not intended to be construed as an all-inclusive list of responsibilities, duties and skills required of personnel so classified.

PRIMARY PURPOSE:

An entry-level position in which the employee performs tasks under strict supervision requiring the maintenance and repair of City buildings, grounds, equipment, and other property owned by the city.

SUPERVISION AND GUIDELINES:

SUPERVISION RECEIVED:

Work is under supervision and administrative direction. Work is performed with little latitude for independent decision-making. Reports directly to the Public Works Supervisor.

SUPERVISION EXERCISED:

None

ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES:

1. Performs duties to maintain and repair buildings and grounds
2. Assist on the maintenance of City automobiles and equipment as needed.
3. Performs light construction duties; paints, replaces doors, windows, etc.
4. Maintains sewer septic tanks and cleans systems.
5. Maintains the City building air conditioners, heaters, and water lines.

6. Assists in the repair of streets and parks
7. Assists in the disposal of dead animal
8. Assists in set up facilities for City Council Meetings or other city events.
9. Responsible for knowing and abiding by all department and municipal policies and procedures.
10. Attend safety training as required.
11. Performs related duties as required or requested by the Public Works Supervisor.

MINIMUM QUALIFICATIONS:

EDUCATION AND TRAINING

1. High school diploma or certificate of successful completion of the General educational Development (GED) test.
2. Bilingual proficiency in the English and Spanish languages is desirable.

LICENSE AND CERTIFICATES

1. Possession of a valid New Mexico Driver license, Class B.

KNOWLEDGE, SKILLS AND ABILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Knowledge of various equipment, material and methods and practices used in general maintenance work; proper and safe use of a variety of custodial supplies, equipment, and machines; proper methods of performing minor plumbing and electrical repairs, paint preparation and application, and safe lifting and carrying heavy materials.

Skilled in the operation of a stripper, high-speed buffers, and a variety of general tools and equipment related to building repairs.

Ability to establish effective working relationships with associates and the public; to understand and follow oral and written instructions; to observe safety precautions.

Ability to read, write and speak the English language; to follow basic custodial procedures; to read service manuals and directions to complete minor repairs to building fixtures and equipment using standard methods; Work safety with handling, mixing an application of cleaning solvents; to communicate effectively, in oral and written form; to establish and maintain effective and cooperate working relationships with others; while supervision of others is not a normal responsibility of this position, this position may have to occasional responsibility to train and instruct community service assistants; work and adhere to OSHA regulation and utilize best work practices; to be available twenty-four hours a day for emergency response.

ENVIRONMENT AND PHYSICAL FACTORS:

WORKING ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is outside and inside, sometimes in inclement weather. May be required to lift at least 100 pounds. Irregular working hours may be required and subject to be on call in emergency situations. May be required to attend special schools at the direction of the Director of Public Works.

While performing the duties of this job, the employee will be required to demonstrate extensive physical abilities while performing general maintenance work.

Must be able to communicate effectively, operate general construction equipment and general office equipment.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is regularly required to stand; walk, reach; and have manual dexterity to handle, feel or control subjects and tools. The employee frequently is required to traverse rough terrain, stoop, kneel, crouch, or crawl. The employee is occasionally required to sit.

The employee is occasionally required to work on uneven surfaces. The employee will occasionally lift and move up to fifty (50) pounds and occasionally lift and/or move up to eighty (80) pounds.

The employee is exposed to toxic or caustic chemicals, which if not used properly may cause burns or other skin irritations. The employee may be at risk for electrical shock in working with electrical repairs and is exposed to vibrations from high-powered floor buffing/waxing equipment.

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I have read and understand the position description and confirm that I am able to perform the essential functions, duties and responsibilities as described above. I understand that this is not an employment contract and this document is subject to revision as needed.

Employee's Signature Date

Print Name

Supervisor's Signature Date