

JOB OPENING

CITY OF FARMINGTON

JOB POSITION #136: CUSTODIAN

NUMBER OF VACANCIES: 1	DEPARTMENT: General Services/Bldg. Support
PAY CLASS: C	WORK LOCATION: Varies
DAYS WORKED: Monday - Friday	HIRING RANGE: \$11.00/hour
HOURS WORKED: 4:00 p.m. - 12:30 a.m.	TYPE OF POSITION: Regular, Full-Time
APPLICATIONS WILL BE RECEIVED THROUGH: Monday, July 7, 2014	

JOB DUTIES

*Resumes submitted without a City of Farmington application
will not be considered in our job selection process.*

ESSENTIAL DUTIES:

Works under the direct supervision of the Custodial Supervisor.

Using excellent customer service skills, establishes and maintains effective working relationships with other employees, officials, and all members of the general public.

Operates a motor vehicle to assist in carrying out the business of the department and the City.

Changes light bulbs and fluorescent tubes.

Sweeps, vacuums, mops, dusts, shampoos, steam cleans, strips, waxes, polishes, and buffs floors, carpets, and furniture, etc.

Dumps ash cans and garbage and relines cans with liners.

Cleans and sanitizes restrooms and replenishes supplies; cleans spills; cleans drinking fountains, mirrors, tables, walls, fixtures, blinds, light fixtures, etc.

Washes windows, walls, metal and woodwork.

Picks up litter from around buildings and grounds.

Performs minor semi-skilled interior building maintenance and repairs such as painting, floor covering, plumbing, carpentry, mechanical, and other unskilled and semi-skilled trades work.

Inspects and maintains assigned custodial equipment and small tools for proper operating condition.

Opens and closes, locks and unlocks facilities as needed.

Keeps records of work completed.

Maintains current skills and knowledge in the proper and safe techniques of building maintenance.

Attendance at work is an essential function of this position.

NON-ESSENTIAL DUTIES:

May serve on various employee committees, as required and assigned.

Moves and sets up furniture, pictures, etc. as needed and assigned, and makes coffee, etc. as required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

QUALIFICATIONS

A pre-employment physical and or drug/alcohol test is required for this position.

This position is subject to the City's Drug and Alcohol Free Workplace Program. This includes: pre-employment testing, post accident testing, reasonable suspicion testing, return-to-duty testing, and follow-up testing.

Extensive background checks required.

Any combination of experience and training which demonstrates the knowledge and experience to perform the work.

Working knowledge of equipment, materials and supplies used in building and grounds maintenance.

Must be able to work a varied shift schedule.

Working knowledge of equipment and supplies used to do minor repairs.

Valid New Mexico driver's license with acceptable driving record for the past three years is required.

Some knowledge of first aid and applicable safety precautions.

Skill in operation of listed tools and equipment.

Ability to work independently and to complete daily activities according to work schedule.

Ability to lift heavy objects, walk and stand for long periods of time.

Ability to communicate orally and in writing.

Ability to use equipment and tools properly and safely.

Ability to understand and follow written and oral instructions.

Ability to establish and maintain effective work relationships with co-workers, supervisors and other City departments and personnel. Ability to effectively and courteously interact with the public.

TOOLS AND EQUIPMENT USED:

Floor buffers, steam cleaners, carpet cleaners, washers, vacuum, mops, broom, dusting equipment, motor vehicle.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

WORK ENVIRONMENT:

While performing the duties of this job, the employee occasionally works near moving mechanical parts. The employee occasionally works in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, and toxic chemicals. The employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment is usually quiet during indoor night shift operations.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER, M/F.