***Millard County***

***Job Description***

| **Title:** Maintenance Custodian **Code:** 10-4161  |
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| **Division:** Operations **Effective Date:** 11/24 |
| **Department:** East Maintenance **Last Revised:** 11/24 |

**GENERAL PURPOSE**

Perform general custodial and groundskeeping responsibilities for Millard County West Maintenance around the Delta area or as assigned by Maintenance Supervision.

**SUPERVISION RECEIVED**

Works under the general supervision of the Maintenance Supervisor and Assistant Supervisor

**SUPERVISION EXERCISED**

None.

**Hours**

Permanent Part Time: 29 hours/week. Flexible work schedule with occasional weekend/holiday availability required.

**Compensation**

Negotiable within Millard County Part Time Step and Grade Schedule based on experience

**ESSENTIAL FUNCTIONS**

**Custodial Duties:** As assigned by the Maintenance Supervisor/Asst. Supervisor

• Clean and sanitize restrooms, break rooms, and other common areas. • Sweep, mop, vacuum, and wax floors as needed. • Empty trash and recycling bins, and replace liners. • Clean windows, mirrors, and other glass surfaces. • Dust and sanitize furniture, fixtures, and high-traffic areas. • Perform minor maintenance tasks such as changing light bulbs or fixing simple equipment issues. • Monitor and report any damages or needed repairs in the facility.

**Groundskeeping Duties**:As assigned by the Maintenance Supervisor/Asst. Supervisor

 • Mow lawns, trim hedges, and maintain landscaping. • Remove debris, leaves, and trash from outdoor areas. • Ensure walkways, parking lots, and other exterior spaces are clean and safe. • Perform seasonal tasks such as snow removal, salting walkways, or watering plants. • Inspect grounds for hazards and address any issues promptly. • Maintain and service tools and equipment used for groundskeeping tasks.

**Other Responsibilities**:

 • Follow established safety guidelines and procedures. • Support special events by setting up and taking down tables, chairs, and other equipment. • Assist with inventory management of cleaning supplies, tools, and equipment. • Provide excellent customer service when interacting with staff, visitors, or contractors. • Open and close along with clean bathrooms and empty trashes at reservoir during the summer season Qualifications: • High school diploma or equivalent preferred. • Prior experience in custodial or groundskeeping roles is an asset. • Basic understanding of cleaning techniques, tools, and equipment. • Ability to operate groundskeeping equipment such as lawnmowers, trimmers, and snowblowers. • Strong attention to detail and a commitment to maintaining a clean and safe environment. • Physical stamina and the ability to lift up to 75 pounds. • Flexibility to work occasional evenings, weekends, or holidays as needed.

MINIMUM QUALIFICATIONS

**1. Education and Experience**

A. Sufficient education and training to demonstrate an aptitude or ability to perform the above Duties;

AND

B. General experience related to cleaning and maintaining buildings for public use; OR,

C. An equivalent of education and experience.

**2. Knowledge, Skills and Abilities**

**Some knowledge of** rules and regulations for creating and maintaining a healthy and safe workplace and a safe environment for the public.

**Ability to** demonstrate cleaning, sanitization and safety practices in keeping buildings safe and healthy. Able to lift and carry items, such as: cases of supplies purchased at store, 55 gallon garbage bags full of garbage must be lifted up to the dumpsters, cases of books to be discarded, etc. Mop bucket full of water must be lifted up to sink.

**Ability to** work well independently without close supervision; communicate well with office workers, supervisors and others regarding problems and requests.

**3. Special Qualifications and Other Requirements:**

Must successfully pass a criminal background check.

 Must acknowledge the annual statement of ethical conduct.

 Must comply with all Millard County policies and procedures.

 Must keep confidential any information not intended for public knowledge.

 Must be able to come to work on short notice and provide required services. **4. Work Environment:**

Tasks require a variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, lifting, etc. Talking, hearing and seeing are essential to the performance of the job. Daily exposure to weather extremes and seasonal conditions. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, discriminating thinking. Frequent local travel required in the normal course of job performance.

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Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions. I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

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