



CITY OF HURRICANE

Recreation Department Custodian

Salary Range

\$15.00 per hour

Part-Time Position

Monday – Friday, 6:00 a.m. – 10:00 a.m.

(approximately 20 hours per week)

Benefits

A benefit package is not offered with this position.

Position Summary

Performs a full range of regular and recurring custodial duties in Recreation Department facilities. Applicants may be required to work extended or irregular hours such as weekends, nights and holidays.

Supervision Received

Works under the general supervision of the Recreation Director.

Essential Functions (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. The list of tasks is illustrative only and is not a comprehensive listing of all functions and tasks performed by positions in this class.)

- Performs general custodial responsibilities in City facilities based on the needs of the facility, including but not limited to:
 - Sweeps, vacuums, mops, waxes, strips and polishes floors; vacuums and shampoos carpet using manual and power equipment.
 - Empties cans and disinfects waste cans and other trash receptacles.
 - Dusts and cleans woodwork, furniture, walls and windows using common cleaning equipment and products.
 - Cleans, sanitizes and deodorizes rest rooms, including fixtures, toilets, sinks and urinals.
 - Sweeps sidewalks and entrances.
- Follow procedures for the use of chemical cleaners and power equipment.
- Moves and arranges office and building furniture and equipment, either manually or by using hand trucks.
- Keeps equipment and supplies in order and requests re-supply when needed.
- Assists in maintaining security of City facilities by locking and unlocking the building according to pre-scheduled events and completes regular security checks of facilities.
- Assist in the setup/takedown for scheduled City functions, classes and programs.
- Identifies and reports any safety hazards, damage to structures and equipment requiring repairs.
- May assist with tending lawns, trimming trees and shrubs.
- Make adjustments and minor repairs as needed (i.e., replacing/adjusting screws, bolts, adjusting door handles, replacing light bulbs, etc.).
- Performs other duties as required.

Knowledge, Skills and Abilities

- Knowledge of methods, materials and equipment used in building custodial work.
- Considerable knowledge of safe work practices.
- Skill in performing various cleaning, disinfecting and maintenance activities.
- Ability to clean and maintain assigned areas and equipment.
- Read and interpret labels on chemicals and supplies.
- Operate, use and care for a variety of building maintenance equipment, including sweepers, wet and dry vacuum cleaners, mop wringers, brooms, mops, waxes and other cleaning materials and equipment.
- Skill in the operation of a variety of hand tools.
- Establish and maintain good working relationships with fellow employees and those contacted in the scope of work.
- Perform indoor and outdoor manual labor.
- Understand and follow oral and written directions.
- Work independently in the absence of supervision.
- Work under stressful conditions and manage angry individuals and unpleasant situations.

Minimum Qualifications

1. Qualifications, Education and Experience
 - a. High School diploma or equivalent.
 - b. Previous custodial experience and building maintenance is preferred.
 - c. Must be 18 years old or older.
 - d. Possess and maintain a valid Utah Driver's License throughout employment and meet the requirements of Hurricane City's Operation of Vehicles Policy.
 - e. Successful completion of a comprehensive background check and pre-employment drug screening required.
 - f. CPR and First Aid certifications must be obtained within probation period.
 - g. All accredited certifications must be kept current. Failure to do so may result in loss of position.

Typical Physical/Mental Demands/Working Conditions

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

- While performing the duties of this job, the employee may work near moving mechanical parts and will work in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles and toxic chemicals.
- Moderately heavy physical activity exerting 25-50 pounds frequently. The employee must occasionally lift and/or move up to 100 pounds.
- Physical demands include climbing, stooping, kneeling, crouching, crawling, reaching, handling and feeling. Talking, hearing and seeing essential in the performance of daily tasks. Common eye, hand, finger dexterity exist.
- The noise level in the work environment is usually moderately loud.
- Physical ability to operate a vehicle; operate office equipment and cleaning equipment; requiring repetitive hand movement and fine coordination.

- Considerable exposure to stress as a result of human behavior, including dealing with unpleasant, angry or discourteous individuals as part of the job requirements.

Condition of Employment

Employee may be required to work extended or irregular hours such as nights, weekends and holidays. Hurricane City employment can require employees to occasionally work outside of their normal job duties to assist with city sponsored events and/or projects. The employee is expected to forgo normal work duties to assist with the completion of these events and/or projects. In the event of an emergency, employees are required to work to provide for the safety and well-being of the public, including the deliver and restoration of vital services.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

To Apply

Submit a completed City of Hurricane Employment Application. Applications can be mailed to 147 N 870 West, Hurricane, Utah 84737 or emailed to hr@cityofhurricane.com. Refer questions to Human Resources at 435-635-2811 ext. 117. Successful completion of pre-employment drug screening is required. The City of Hurricane is an Equal Opportunity Employer.