

**JOB TITLE**: Custodian **PAY GRADE:** 101

**DEPARTMENT**: Parks & Recreation **MIN. PAY:** $15.53 **MAX. PAY:** $$25.88

**FLSA CLASSIFICATION:** Part-time **FLSA STATUS:** Non-Exempt

**REPORTS TO**: Parks & Recreation Director

**DESCRIPTION SUMMARY**:

 This is skilled manual work in general maintenance of parks and facilities. The work is mainly of the manual nature involving the routine interior and exterior repairs, cleaning and maintenance of the Community Center, public bathrooms at the soccer fields, and Pool Concession Stand. The considerable proportion of the work performed is of a routine nature. The work requires the use, operation and maintenance of small hand tools and power equipment. Electrical experience, construction and plumbing experience is desirable.

**ESSENTIAL JOB FUNCTIONS-Include, but may not be limited to:**

* Duties will include minor repairs on the Community Center and other buildings included in the Parks and Recreation department, to include lights, fans, HVAC, and plumbing fixtures.
* Minor carpentry and masonry work to prepare and paint surfaces using a brush, roller, or sprayer to apply paints, stains, hanging doors, fixing locks and handles, etc.
* HVAC maintenance includes monthly filter changes, and other routine maintenance required by heating/cooling systems.
* Maintenance includes pressure washing buildings, and washing windows as needed.
* Help with office moves and relocations. Assemble office furniture.
* Cleans and stocks all restroom facilities associated with the recreation department.
* Assistance with Recreation events held on City property to include Hometown Christmas, Fruitland Park Day, Blues, Brews, Blues and BBQ, Derby car event, and Love Week. This will require assistance with hauling supplies/materials to the appropriate spaces allotted, setting up/tearing down tables, tents, and other recreational equipment.
* Occasional nights and weekends.
* Must report to work at the assigned time and place, in uniform, with tools and equipment necessary to complete the duties and task understanding that attendance is an essential the function of the job.
* Must communicate clearly and courteously to employees at work site or over the phone.
* Must communicate clearly and courteously to vendors regarding orders and inventory of supplies needed.
* Other duties as required/assigned.

**MINIMUM QUALIFICATIONS**- (Knowledge, skills, and abilities):

* The ability to read, write, and speak English effectively to comprehend information and communicate effectively.
* Ability to operate a pickup truck and other motorized equipment, and all-terrain vehicles safely.
* The ability to repair and maintain facilities, equipment, or broken objects needing repairs.
* Preference will be given to individuals that have prior experience in performing construction work, plumbing and/or electrical work.
* Preference will be given to individuals who have a valid Driver's License (CDL License preferred, but not required).

**EDUCATION AND EXPERIENCE:**

* Possess a High School Diploma or equivalent.

**PHYSICAL CONDITIONS:**

 The individual must be able to perform all essential duties of the position with or without accommodation. The following physical conditions apply.

* Reading and understanding work schedules, policies, procedures, and safety instructions.
* Operating a vehicle, bending, stooping, and picking up trash, limbs, debris, loading boxes, equipment, or other heavy objects using hands, legs, and back.
* While standing and walking, may be required to twist at the waist to perform work duties as assigned.
* Cleaning and sweeping floors, mopping, or using a handheld floor sweeper/buffer to clean floors.
* Perform general maintenance on buildings and reaching, climbing, kneeling, stooping, twisting while using cleaning supplies, and repairing objects.
* Carrying objects weighing up to 50 lbs.

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Head Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_