



Job Title: **Part time Maintenance & Custodial Worker**  
Category: Part Time  
Shift: Monday-Sunday 5 am to 9pm, Variable  
Pay Range: \$13.00 to \$14.00 Hourly

Created or Revised Date: 06/2021

### **SUMMARY:**

Under general supervision, perform routine maintenance work to keep the Recreation Center facility grounds, ball fields and outdoor areas clean and operational during Spring and Summer months. And to keep the walkways of facilities within the district clear of snow and ice during the fall and winter months. Custodian maintains building interior by ensuring building cleanliness, appearance, and accessibility as directed Maintenance Supervisor.

### **ESSENTIAL FUNCTIONS OF THE JOB:**

Persons hired in this position must be able to perform all the essential tasks required by the position. The following statements are illustrative of the essential functions and do not include other nonessential or peripheral duties that may be required. Carbon Valley Parks and Recreation District retains the right to modify or change the duties or essential tasks and additional functions of the job at any time. Examples of duties are not intended to be all-inclusive or restrictive.

#### **Operations of Maintenance and Facilities:**

- **Prep baseball/softball fields for use daily and paint multipurpose fields for sporting events**
- Perform routine maintenance duties utilizing facility work orders to ensure all equipment is functioning and all safety concerns are addressed.
- Mow, trim, pull weeds and perform all related outside landscape maintenance.
- Use tools ranging from common hand and power tools, such as hammers, hoists, saws, drills, large mowers, gator trucks, etc. to perform all related work duties.
- Perform some general cleaning of park buildings and/or properties.
- Assist with set up and tear down of athletic events such as runs, tournaments and other athletic functions.
- Shovel snow, apply ice melt and continue snow/ice removal operations.
- Paint, fix, adjust and make repairs to district facilities and property
- Perform other related work as needed or assigned.
- Maintains building's interior by dusting and sanitizing furniture, equipment, mirrors, and fixtures, washing windows, counters, walls, sweeping, scrubbing and waxing floors, cleaning and vacuuming carpeting, re-supplying rest rooms, and replacing light bulbs.
- Removes trash by emptying trash containers.
- Maintains safe, secure, and healthy environment by adhering to organization standards and policies, and to legal regulations, alerting others regarding potential concerns.
- Keep cleaning equipment operational by following manufacturer's operating and care guidelines, completing operator repairs and parts.

#### **Administrative Duties and Supervision:**

*CVPRD is committed to diversity and equality in employment.*



- Utilize ballfield prepping schedule each day and print out schedule for that day if necessary
- Fill out any checklists/logs required for any given task  
Assures that responsibilities are performed within budget and performs cost control activities such as monitoring expenditures to assure sound fiscal control
- Abilities to work with seasonal workers under your supervision
- Attends necessary staff meetings, trainings, and in-service programs
- Communicates openly and effectively with supervisors, co-workers, staff, participants, parent, volunteers, and other community members
- Provide excellent customer service in a timely manner
- Models appropriate behaviors and handles complaints and disciplinary problems involving patrons or staff in a professional manner and adhering to district policies and procedures
- Reports any changes, conflicts or unsafe circumstances to supervisor immediately
- Maintains professional appearance and attitude in general and towards patrons at the various parks and grounds he/she is working at

### **Knowledge, Skills and Abilities**

- Has thorough knowledge of and communicates effectively with customers regarding district programs, policies, and services.
- Ability to use or learn to use hand tools and light to heavy equipment such as backhoe, dump truck, bobcat, snow plows, trailers, loaders, small to large walk behind and riding mowers, sprayers, compressors and tractors with implements.
- Ability to read and comprehend simple instruction, short correspondence, memos, maps and drawings. Ability to carry out detailed but uninvolved written or oral instructions.
- Ability to perform common mathematical operations.
- Ability to develop and maintain effective working relationship with employees and the public.
- Ability to effectively present information to individual and groups of customers, clients, vendors and other Town employees.
- Ability to deal with problems calmly and effectively in a variety of situations.
- Ability to train and direct less experienced workers when required.
- Demonstrated skill in the use of standard office equipment, computers and various application programs including parks and open space related specialty software applications.
- Availability to work on-call schedule.
- Ability to work in a variety of outdoor weather conditions.
- Working knowledge of cleaning methods, chemicals, materials, and equipment.
- Ability to use various types of commercial cleaning equipment.



**Competencies:**

To perform the job successfully, an individual should demonstrate the following competencies: Problem solving, customer service, oral communication, managing people, initiative, professionalism, punctuality, safety, team work, planning/organizing, and interpersonal skills.

**Minimum Qualifications:**

- High school diploma or equivalent. Associate degree preferred
- One year of landscaping, laboring, turf maintenance, horticultural, arboricultural, equipment operations or other construction experience.
- Must also have the following certifications:
  - Valid Colorado Driver's License and satisfactory driving record.
  - First Aid, AED and CPR Certificates within three months of hire

**WORKING CONDITIONS:**

- Frequent outdoor and indoor activity
- Exposure to the elements including: high temperatures, low temperatures, rain, snow, and sun
- Long periods of physical activity including: standing, walking, crouching, stooping, crawling, pulling, pushing, lifting, and occasionally jogging
- Frequent travel by automobile to reach an activity site to be worked on that day
- Frequent operation of small engine vehicles such as gator trucks
- Lifting of heavy equipment up to 60 lbs. occasionally by one person and up to 100 lbs. with two people

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job. The employee may perform other duties as assigned.

Applicants must, as a condition of employment, pass the following pre-offer and post-offer/hire processes: interview, reference checks, background checks that may include, local police check and, driving check through DMV.