



TOWN OF BUENA VISTA
Job Title:
Custodian

Department: Public Works	Pay Grade: 1
Reports to: Public Works Director	Wage Range: \$13.71 - \$18.97 per hour
Work Location: Town-owned Properties	Effective Date: 07/01/2007
FLSA Status: Non-Exempt	Revision Date: 10/15/2021
Part Time: 25 to 30 hours per week	Approved By: Shawn Williams

JOB SUMMARY

Performs cleaning and may assist with building maintenance duties of Town Hall, the Police Department, Public Works, Community Center restrooms. Hours worked may include weekends and before or after normal business hours.

JOB DUTIES

The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The Town of Buena Vista reserves the right to modify or change the duties or essential and additional functions of the job at any time.

- Vacuum, Sweep, mop, and clean showers and bathrooms
- Weekly cleaning of assigned buildings and offices.
- Empty trash cans as needed.
- General cleaning and dusting of furniture and fixtures.
- Shovel snow at each of the assigned buildings.
- Wash windows as needed.
- Order cleaning supplies, light bulbs, toilet paper, paper towels, soap, etc. as needed.
- General maintenance and repair throughout each building.
- Heating and cooling maintenance at each building.
- Lighting maintenance inside and outside each building.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- None

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- General cleaning, maintenance and repair
- Town resources available for outside repair work (such as electrical and plumbing repair)

Skills and Ability to:

- Track and maintain inventory
- Establish and maintain good relationships with coworkers, local repair professionals, and the public
- Prioritize tasks and handle multiple assignments at once

EDUCATION AND EXPERIENCE

- **Education/Training:** High school diploma or GED required.
- **License or Certificates:** Must possess and maintain Colorado driver’s license.
- **Work Experience:** Two years of handyman/janitorial experience preferred.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the functions of the job. Work involves walking, talking, hearing, using hands to handle, feel, or operate objects, tools, or paper, and reaching with hands and arms.

- **Environment:** Most duties of this position are performed in an office environment. Some duties are performed outside in all types of weather conditions.
- **Physical:** Frequent sitting, standing, step climbing, and walking. Must be able to operate motor vehicles. Employee must not be afraid of heights, must be able to climb a ladder, and must be capable of lifting up to 50 pounds repeatedly. Cleaning requires using vacuum, broom, mop, and other cleaning materials. Will require climbing, balancing, bending, stooping, kneeling, and/or crouching.
- **Vision:** The employee must have good close, distance, and peripheral vision, as well as depth perception and the ability to adjust focus.
- **Hearing:** The employee must be able to talk and hear in order to communicate information and maintain awareness of the environment. Employee must be able to use a telephone.

ACKNOWLEDGEMENT

By signing below, you are acknowledging that you are in receipt of this job description:

Signature

Date

Printed Name