

City of Socorro Job Description

Job Title: Custodian I, II, III	Department: City Manager
FLSA Status: Non-Exempt	Salary: \$13.50 - \$16.54
Approved: 09/01/2022	Last Revised: 09/01/2022

Position Summary:

Under the general supervision, performs custodial work and maintains the cleanliness of buildings and grounds.

Duties, Functions and Responsibilities:

- Plan daily cleaning tasks and monitor supply inventory as needed. Maintain security of cleaning equipment. Some knowledge for the use of handling the tools and equipment of the trade, cleaning practices, and occupational health and safety standards. Follow oral and written instruction and warning labels, attention needed to detail to ensure completion of assigned tasks. Safely operate cleaning equipment and safely work in a variety of facilities, circumstances and situations.
- Maintain cleanliness of City owned facilities. Wash interior and exterior windows, maintain outside grounds, clean doors and door frames, sweep, mop, vacuum, operate buffer, strip and finish floors, operate carpet and furniture shampoo machine, dust all areas and furniture, empty trash, keep restroom facilities clean, sanitized sinks and toilets, clean mirrors, and supply with tissue, hand towels, and soap; prepare coffee (if needed), wash coffee pot, clean microwave, clean refrigerator, clean tables, and refill cups, plates, forks, spoons, knives, creamer, coffee, paper towel and napkins.
- Assist with painting buildings as needed, assist with set up of tables, chairs, stages, risers and other various meeting room equipment. Assist in breakdowns and storage of equipment including tables, chairs, and risers.
- Perform minor building repairs. Change vacuum belts and pads on both buffer and floor maintainer. Clean equipment as needed. Perform minor servicing of equipment. Clean out air conditioners; replace pads and parts as needed. Adjust heaters for winter use.
- Monitor cleaning supply inventory. Arrange supplies in an organized manner, and in a safely secured area.
- Regular worksite attendance is an essential function.
- Responsible for any other duties and assignments issued by the City of Socorro.

Custodian I (Basic)

\$13.50 - \$15.19

Minimum Qualifications:

- A candidate must possess a high school diploma or GED preferred.
- 3 years of custodial or related experience
- General Cleaning, Janitorial Safety, Cleaning and Disinfecting, and Cleaning to Perfection (Restroom Care) Training Program Certifications. Certifications must be maintained and renewed every two (2) years.
- Requires the possession of a valid Driver's License.

Custodian II (Intermediate)

\$14.10 - \$15.87

Minimum Qualifications:

- A candidate must possess a high school diploma or GED.
- 6 years of custodial or related experience
- Must Custodian I for two (2) years.
- Cleaning to Perfection: Carpet Cleaning, Window Cleaning, Floor Cleaning Training Program Certifications. Certifications must be maintained and renewed every two (2) years.
- Requires the possession of a valid Driver's License.

Custodian III (Advanced)

\$14.70 - \$16.54

Minimum Qualifications:

- A candidate must possess a high school diploma or GED.
- 9 years of custodial or related experience

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- Must Custodian II for four (4) years.
- Janitorial Hazard Communication, Bloodborne Pathogens, Customer Service Training Program Certifications. Certifications must be maintained and renewed every two (2) years.
- Cleaning to Perfection: Carpet Cleaning, Window Cleaning, Floor Cleaning Training Program Certifications. Certifications must be maintained and renewed every two (2) years.
- Requires the possession of a valid Driver's License.

Note: Upon reaching maximum salary level in each category; only COLA increases will be given.

Equipment:

- Operates office equipment such as typewriter, computers and software, calculator, copymachine, scanner, shredder, fax machine, and multi-line telephone.

Physical Requirements:

- Must be able to lift a minimum of 25 pounds.
- Sits, stands for extended periods of time.

Conditions of Employment:

- Pass Pre-Employment Drug Screening.
- Pass Background Check.
- Work flexible hours and overtime as required.
- Bilingual Skills: English & Spanish preferred.

Mayor

Date

9-1-22

City Manager

Date

9/1/22

Human Resources Director

Date

9/1/22

Employee

Date