

CUSTODIAN

Town of Springerville

Administration

POSITION SUMMARY

The Town of Springerville is seeking a cleaning professional to join our team! This position reports directly to the Town Clerk. Responsibilities include maintaining a clean and orderly environment of various town buildings during business hours. This position is part-time, approximately 10-15 hours weekly, and non-exempt under FLSA.

ESSENTIAL FUNCTIONS

- Independently perform custodial work including service, clean, or supply restrooms
- Clean building floors by sweeping, mopping, scrubbing, or vacuuming
- Gather, empty, and dispose of trash
- Operate a variety janitorial* equipment
- Follow procedures for the use of chemical cleaners and power equipment to prevent damage to floors and fixtures by mixing water and detergents or acids in containers to prepare cleaning solutions
- Bi-monthly clean window seals and baseboards.
- Additional custodial duties as needed
- Maintain a professional demeanor and confidentiality when in sensitive areas

JOB LOCATIONS: Multiple

1. Town Hall / Heritage Museum

Lobbies
Copier Area
Break Room / Halls
Offices
Museum Gallery Rooms
Council Chambers
Restrooms (4)

2. Police Department

Lobby
Copier Area
Break Room / Hall
Offices (as requested)
Restrooms (2)

3. Airport

Lobby / Stair Case
Conference Rooms
Pilot Lounge/ Pilot Briefing Room
Office's (ground level and upstairs)

POSITION REQUIREMENTS

Experience: Minimum of one year of experience in a comparative position.

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Education: A High School Diploma or GED is a requirement of this position.

Problem Solving: Limited ability required.

Decision Making: Limited decision making. Employee makes decisions about performing necessary cleaning and performing daily duties in the most efficient manner.

Financial Accountability: This position is directly responsible for the safe operation of departmental equipment in a cost-effective manner.

Personal Relations: Frequent contact with supervisory personnel and other Town employees is expected. This position may also interact with the public on a daily basis.

Working Conditions: Some adverse working conditions exist within this position. This position requires frequently being indoors, frequent exposure to cleaning chemicals, fumes, and dust. Occasionally exposed to wet, damp, and confined areas. There will be frequent use of stairs at the airport.

Knowledge, Skills and Abilities: Knowledge of cleaning methods, procedures and materials. Knowledge of proper use of cleaning supplies and equipment. Ability to understand and follow oral and written directions. Ability to bend, stoop, stand for periods, kneel, and continuous use of arm movements. Ability to lift objects up to 20 lbs.

Additional Requirements: Must possess a valid Drivers License at time of hire, reliable transportation, able to legally work in the US, and no criminal record.

Filing Requirements: Must fill out application and return to Kelsi Miller [kmiller@springervilleaz.gov](mailto:kmillier@springervilleaz.gov). Job application can be found at <https://springervilleaz.gov/>. For additional questions, please contact Kelsi Miller at 928-333-5598

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

Equal Opportunity Employer Statement: We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.

This Job Description was updated September 2021