Range: 13
FLSA: Non-exempt
Date: May 2026
Position Type: Safety Sensitive

CUSTODIAL MAINTENANCE WORKER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform routine custodial and cleaning tasks in assigned areas of public buildings, City facilities, parks, and related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from the Public Works Maintenance Manager.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties depending on which main function of the department you may be assigned, may include, but is not limited, to the following:*

Essential Functions:

1. Performs preventive maintenance and makes minor repairs to City buildings and facilities.
2. Performs custodial tasks in the cleaning of City buildings, restrooms, and recreational facilities.
3. Empties waste baskets, disposes of trash and places recyclables into appropriate bins.
4. Cleans/washes windows, walls, metal and woodwork as needed.
5. Performs minor maintenance and repairs including, but not limited to, replacement of light bulbs, ballasts, faucet washers, light switches, toilet parts, etc.
6. Removes snow and ice from sidewalks and parking areas.
7. Secures and opens buildings and public restrooms as directed.
8. Reports stock inventory needs and works with supervisor in purchasing supplies and/or necessary equipment.
9. Operates City vehicles, weed eaters, tractors, tillers and other maintenance and custodial equipment; performs routine maintenance on equipment.
10. Understands and adheres to safe work practices and procedures.
11. Performs general maintenance tasks necessary to keep machinery, equipment, and tools in operable condition, which may include inspecting equipment, checking fluids,

washing/cleaning equipment, refueling vehicles, or cleaning work/storage areas.
12. Moves furniture/equipment, assembles equipment, sets up rooms for meetings/events, folding/stacking tables and chairs, or loading/unloading materials as needed.
13. Works in organized team efforts and assist in problem solving work related issues for continuous improvement in work efforts.
14. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Tools, equipment, products, techniques, and procedures needed to perform assigned duties.
- Occupational hazards and standard safety precautions.
- Equipment and supplies used for minor repairs.
- Material and supplies used in building and grounds maintenance.
- Modern office equipment.

Ability to:

- Work a flexible schedule, including evenings and weekends.
- Perform minor maintenance and repairs.
- Analyze problems, identify solutions, and implement recommendations.
- Operate, maintain and perform minor repairs to powered custodial equipment including, but not limited to, vacuums, buffers, and carpet cleaners.
- Operate hand cleaning equipment including, but not limited to, brooms, dust and wet mops, squeegees, hand vacuums, dust pans, and dusters.
- Lift up to fifty pounds.
- Operate a motor vehicle.
- Successfully work independently at a remote site.
- Operate a computer and related software including email and timesheets.
- Walk and stand for long periods of time.
- Follow written and oral instructions.
- Establish effective working relationships with tourists, visitors, the public and City staff.
- Keep records and provide verbal and written reports as required.
- Speak, read and write English.
- Pass a thorough police background check.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities to qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years custodial/maintenance experience is preferred or any equivalent combination of experience, training, or education.

Training:

Equivalent to the completion of the twelfth grade.

License or Certificate
Possession of, or ability to obtain, an Arizona driver's license within two months of hire.

WORKING CONDITIONS

Environmental Conditions:
Work is outdoors and indoors in all types of weather and at various times of day. Work area may be dusty, muddy; exposure to potentially hazardous chemicals; may involve climbing ladders, working in tight spaces, working with or near electrical devices, or riding in a hoist.

Physical Conditions:
Essential and marginal functions require maintaining physical condition necessary for heavy or moderate lifting; walking, kneeling, stooping or standing for prolonged periods of time; climbing ladders, bending; operating motorized equipment and vehicles; general manual dexterity. Manual labor including heavy lifting up to fifty pounds.