



Job Description Grounds Keeper/Custodian

Job Title: Grounds Keeper/Custodian
Department: Public Works
Supervisor: Senior Public Works Operator
Status: Part-Time (hourly, no benefits)
Wage: \$11.00 per hour
Hours: Approximately 25 to 29 Hours per Week
Maximum of 1508 Hours per Year

POSITION SUMMARY:

Wellington City has one opening for a part-time Grounds Keeper/Custodian. This is a position with the Public Works department for approximately 25 to 29 hours per week. Performs daily maintenance and landscaping tasks at Wellington City Park, Cemetery, and other open spaces; performs custodial tasks; performs a variety of duties related to general cleaning and limited upkeep of buildings, and furnishings.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Applicants must be at least 18 years of age
- High School Diploma or GED equivalent.
- Previous Experience in parks maintenance, landscaping, or related field is preferred; landscape and sprinkler installation; safety precautions associated with equipment operations; interpersonal communication skills.
- Must have a valid Utah driver's license
- Must be self-motivated, open minded problem solver that adapts readily to change.
- Applications are required to perform duties in a professional manner with minimal oversight.

ESSENTIAL FUNCTIONS:

- Performs duties to include, but not limited to pruning, weeding, spraying, tree planting, or removal of trees.
- Operates simple hand and power tools; operates simple equipment in moving materials.
- Assists with minor construction projects which may include work in painting, concrete, carpentry, and fence repair.
- Mows, waters and maintains lawns and other landscapes; assist with minor repairs to sprinkling system.
- Performs general cleanup, maintenance, and repair of rest rooms, pavilions, playgrounds, picnic tables, benches, bleachers, ball fields, and other facilities.
- Performs custodial duties which may not include but are not limited to the following; vacuums and dusts, clean windows, empty garbage cans, and clean restrooms at City Hall and City Park.

- Performs basic general upkeep of city buildings.
- During the winter months assist with snow removal, building maintenance and repairs, and assist with scheduled maintenance on equipment,
- Other related duties as assigned

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is frequently exposed to weather extremes (hot and cold); working after hours in emergency situations; and working both in the field and in shop settings.

DISCLAIMER:

The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities and requirements.

APPLICATION INSTRUCTIONS:

Qualified applications must sign and submit a completed Wellington City employment application to the Wellington City Recorder. The employment application can be obtained at Wellington City Hall or online at www.wellingtonutah.us. Completed applications may be submitted via email (send to getzel@wellingtonutah.us), via mail, or at the Wellington City Hall. Applications received after the position close date will not be considered. All sections of the application must be completed and legibly filled in. Additional information may be attached if necessary. Applications that are incomplete, that do not specify the job applying for or that list multiple positions will not be considered.

Applicants needing further information regarding the position or needing assistance due to a disability should contact Glenna Etzel, getzel@wellingtonutah.us (435) 637-5213 ext. 1.