



MAINTENANCE CUSTODIAN

Job Type

Full-Time Permanent Entry Level

Wage

\$ 18.00 - \$ 20.00 Per Hour DOQ plus benefits

Department

Public Works

Location

Genoa City, WI 53128

Description**DEFINITION:**

Under general direction of the DPW Foreman, administer and be responsible for the care, upkeep, cleaning, maintenance, and related duties as required of Village buildings, related public facilities, events, and grounds; and to do related work as assigned.

EXAMPLES OF DUTIES:

Examples are intended only as illustrations of the various types of work performed. The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title.

- Maintain floor areas, which include sweeping, vacuuming, shampooing, mopping, waxing, stripping, and polishing.
- Perform minor and/or basic carpentry, electrical, plumbing, and building maintenance work.
- Mowing of cemetery, parks, and other public land and green spaces.
- Move, repair, assemble, and install furniture and equipment.
- Perform minor maintenance work, such as replacing light fixtures, regulation of ventilation and temperature, cleaning HVAC filters, and setting alarms.
- Operate light duty equipment and machinery and be able to perform minor repairs and adjustments.
- Dust and cleans furniture and fixtures.
- Wash windows, walls, doors, and other surfaces.
- Provide thorough and detailed cleaning and maintenance of restrooms, ensuring the facilities are routinely supplied with products.
- Perform special custodial and maintenance work upon request of the position's supervisor. Inspects facilities continually to assure security and functionality of all entrances.
- Paint and provide touch-up painting as needed.
- Provide service to Village maintained facilities such as the park pavilions, DPW facilities, Public Library, etc.
- Perform other related duties as assigned.
- Available for call ins/emergencies.

KNOWLEDGE OF:

- Safe working practices.
- Effective use of chemicals, cleaning solutions, and equipment used in custodial work. Basic carpentry, electrical, and plumbing techniques.
- Best methods, materials, tools, and equipment used in minor building maintenance.

ABILITY TO:

- Understand and carry out oral and written instructions.
- Use cleaning materials and equipment with skill and efficiency. Work independently in the absence of supervision.
- Perform all physical aspects of assigned duties, including stooping, lifting, reaching, climbing ladders, and moving furniture and equipment.
- Perform semi-skilled tasks in the maintenance of buildings and related facilities. Perform heavy manual labor and lift up to 50 pounds.
- Establish and maintain cooperative relationships with those contacted in the course of work. Stand for periods of up to four hours at a time.

EDUCATION AND EXPERIENCE:

- Must be 18 years or older
- High School Diploma or GED Preferred
- Valid Driver's License Required
- Some experience a plus

Position Open until Filled – April 1, 2025