



## BRIGHAM CITY CORPORATION

### Job Description

<b>Title:</b>	<b>Building Custodian (part-time)</b>	<b>Code:</b>	<b>523</b>
<b>Division:</b>	Building Maintenance	<b>Effective Date:</b>	7/2012
<b>Department:</b>	Administration	<b>Last Revised:</b>	
<b>Grade: 27</b>		<b>FLSA Status: Non-exempt</b>	
<b>Hiring Range: \$10.42 - \$11.34 per hour (depending on qualifications)</b>			
<b>Schedule: Monday through Friday 11:00 AM – 3:00 PM</b>			
<b>Opened: July 15, 2020</b>		<b>Closes: Once filled</b>	

#### GENERAL PURPOSE

Performs a variety of **unskilled to semi-skilled duties** as needed to maintain clean, attractive and operational city facilities and environs.

#### SUPERVISION RECEIVED

Works under the general supervision of the Building Maintenance Supervisor.

#### SUPERVISION EXERCISED

None.

#### ESSENTIAL FUNCTIONS

Sweeps and mops floors; vacuums and shampoos carpets; strips and waxes floor and operates buffing machine.

Washes windows and polishes furniture; dusts woodwork, furniture, and other articles; cleans drinking fountains.

Performs a variety of repair tasks involving or assisting in repairing or replacing electrical outlets and devices, plumbing, cement and paint work as required; cleans, maintains, and stores equipment.

Gathers and disposes of refuse; cleans office waste receptacles; maintains and orders supplies and equipment.

Cleans and sanitizes rest room sinks and bowls; maintains supplies in rest rooms as needed.

Sweeps and maintains outside walks and steps; assists in winter snow removal and deicing.

Arranges furniture for special meetings and functions; replaces burned out bulbs; secures building by insuring doors and windows are properly locked.

Monitors activities of the public during regular business hours or special events to prevent vandalism and property abuse.

Assists in the general upkeep of building exteriors; eliminates weeds; may assist in various seasonal planting and grooming projects; assists to set up and take down seasonal decorations; performs various winterizing projects related to coolers, water lines, etc.

Performs related duties as assigned.

**Must be able to provide own transportation to multiple facilities. Mileage reimbursable.**

**NOTE:** All Brigham City employees must successfully complete a pre-employment drug test and criminal history check following a conditional offer of employment.

Employees required to drive a motor vehicle as an essential job duty will be required to successfully complete a motor vehicle record (MVR) check following a conditional offer of employment.

**EMPLOYMENT APPLICATION PROCEDURES:**

Register online with Utah Department of Workforce Services and submit a Brigham City Corporation application for employment regarding **Job Order# 2436792** and submit application to DWS, 138 W 990 S, Brigham City, UT 84302 or fax to 435-695-2660, Attn: Eden Johnson or by email to edenjohnson@utah.gov. Registration and application available at website <https://jobs.utah.gov> for all qualified applicants.

**BRIGHAM CITY CORPORATION IS AN EQUAL OPPORTUNITY EMPLOYER**