



**TOWN OF CEDAR FORT**

**PUBLIC NOTICE**

**Cedar Fort Town Grounds Keeper/Custodian Position**

The Town of Cedar Fort is hereby accepting applicants for the position of  
**Grounds Keeper/Custodian**  
See Job Description Attached

Interested person must submit a letter containing a statement of your desire to be considered for the position together with any relevant skills and experience.

Mail Letter to:  
Cara Lyon  
Town of Cedar Fort  
PO Box 389  
Cedar Fort Utah 84013

**Letters must be RECEIVED by the Town on or before September 13, 2018 at 5:00 p.m.**

The Town Council intends to act on applications at their September Town Council Meeting to be held on September 13, 2018 at the Cedar Fort Town Hall  
50 East Center  
Cedar Fort Utah

For Questions, call Mayor or Town Clerk at 801-768-2147

\*Job applicants residing in the Town of Cedar Fort will be given preference

*\*The Town of Cedar Fort is an Equal Opportunity Employer*

## Job Description

### **Title: Town Grounds Keeper/Custodian**

#### **GENERAL PURPOSE:**

1. Provide care and upkeep at the **Town Park** as follows:
  - a. Mow and trim lawns as required to maintain a neat appearance April through October.
  - b. Turn on water in spring after freezing conditions and turn off water in fall prior to freezing conditions.
  - c. Water lawns, trees, and other landscape each week as required to maintain healthier growth without water waste.
  - d. Perform fertilization/pest control programs as recommended by local government agencies; prune bushes and trees as appropriate.
  - e. Prepare trash containers for collection once each week (or as needed).
  - f. Sweep sidewalks, pavilion, and tennis court once per-month (excluding winter months). Clean tables once per month, April through October.
  - g. Maintain all equipment in proper and safe working order. Any requests for materials must be coordinated through the Town Councilman/Councilwoman in charge of Park and Cemetery.
  - h. Clean weeds and other debris from the property.
  - i. Assist in major repairs and perform minor maintenance on sprinkler system.
  - j. Assist in major repairs and perform minor maintenance on Park playground equipment.
  - k. Employee will provide rakes, trimmer, and other related tools, and perform necessary maintenance on Town owned equipment (lawn mower and hoses). Town-owned equipment will not be operated by minors, nor used for personal work.
  
2. Provide care and upkeep at the **Town Cemetery** as follows:

- a. Mow town common lawn areas as required to maintain a neat appearance April through October.
  - b. Turn on water in spring after freezing conditions and turn off water in fall prior to freezing conditions.
  - c. Water Town lawns, trees, and other landscape each week as required to maintain healthy growth without water waste.
  - d. Perform fertilization/pest control programs as recommended by local government agencies; prune Town owned bushes and trees as appropriate.
  - e. Monitor water usage by Cemetery patrons for abuses and waste.
  - f. Maintain all equipment in proper and safe working order. Any request for materials must be coordination through the Town Councilman/Councilwoman in charge of Park and Cemetery.
  - g. Clean weeds and other debris from the Town common property.
  - h. Assist in major repairs and perform minor maintenance on sprinkler system (Town owned only).
  - i. Employee will provide rakes, trimmer, mower and other related tools, and perform necessary maintenance on Town owned equipment. Town owned equipment will not be operated by minors.
3. Provide Care and upkeep at the **Town Community Center** as follows:
- a. Water trees and other landscape each week as required to maintain healthy growth without water waste.
  - b. Perform fertilization/pest control programs as recommended by local government agencies; prune bushes and trees as appropriate.
  - c. Clean weeds and other debris from around the Town property.
  - d. Assist in major repairs and perform minor maintenance on sprinkler system.
  - e. Employee will provide rakes, trimmer, and other related tools.
4. Provide care and upkeep at the **Town Hall** as follows:

- a. Vacuum all rooms monthly
- b. Dust and clean windows monthly
- c. Clean toilets and sinks monthly
- d. Assist in major repairs and perform minor maintenance as needed.
- e. Notify Town Council of any repairs or issues needing attention.

Pay: \$300 monthly