

VILLAGE OF MILAN

POSITION DESCRIPTION

POSITION TITLE: JANITORIAL
DEPARTMENT: VILLAGE OF MILAN FINANCE
REPORTS TO: VILLAGE MANAGER

DESCRIPTION:

The goal is to keep our multiple buildings in a clean and orderly condition. The Custodian is responsible for the general cleaning and upkeep of multiple Village buildings, facilities, and designated sites.

RESPONSIBILITIES:

1. Performs general custodial tasks and duties in assigned Village building and designated sites under general and specific supervision, including cleaning, trash management, preventive maintenance, and minor repair.
2. Ensures the general orderly appearance of Village facilities through attentive care and preventive maintenance.
3. Transports trash to designated receptacles.
4. Identifies and recommends supplies and tools needed for the job.
5. Follows established work priorities, plans and schedules of jobs to be performed.
6. Maintains positive relations with Village staff and the general public.
7. Additional duties as assigned.

EDUCATION & REQUIREMENTS:

1. Education & Training: High school diploma, GED or equivalent required.
2. Certification & Licensing: Must possess or be eligible to obtain a New Mexico driver's license.

SKILLS & ABILITIES:

1. **Exercise discretion and respect confidentiality.**

WORK DEMANDS:

Environment: Indoor and outdoor environments; work alone; travel from site to site; incumbents may be exposed to noise, dust, inclement weather conditions.

Physical: Physical Requirements: Must be in good physical condition, including the ability to perform heavy lifting, up to 25 lbs., engage in physical activity in extreme

weather and working conditions, efficiently operate cleaning equipment and vehicles; unaided physical mobility and full dexterity required, including walking, manipulation and lifting objects and utilizing a wide range of tools and machines, and providing timely physical assistance on tasks and in emergencies.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

General

1. Residency: Employee must reside within reasonable commuting distance of the worksite.
2. Code of Conduct: Employee is accountable for being informed of and complying with the Village of Milan code of conduct.
3. Attitude: the employee is expected to exhibit a positive, constructive, and cooperative attitude in the workplace and in relations with the public.
4. Initiative: Personal initiative, mature self-direction, and responsibility are expected in this position.
5. Must get Safety Data Sheets (SDS). Can ask the Safety Manager or Human Resource to assist with getting the sheets.

** The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices. **