

City of Anthony

820 Highway 478 / P.O. Box 2663

Anthony, New Mexico 88021

(575) 882-2983 Office / (575) 882-2978 Fax

www.cityofanthonymm.com

Diana Murillo-Trujillo, Mayor

Gloria Gameros, Mayor Pro Tem

Elva Flores, Trustee

Fernie Herrera, Trustee

Javier Silva, Trustee

The City of Anthony, NM is accepting applications for the following position:

CUSTODIAN

Department: Public Works

Reports to: Public Works Supervisor

FLSA: Hourly Full-Time

Pay Band: A2-\$14.50 Hr.

MINIMUM QUALIFICATIONS:

1. A high school diploma or GED
2. Valid driver's license
3. Successful background check
- 4.

APPLICANT MUST SUBMIT:

1. Letter of Interest
2. Resume
3. Completed City of Anthony application: <https://www.cityofanthonymm.com/forms/>
4. Three verifiable professional references

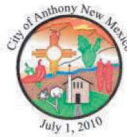
A complete job description is available at City Hall – 820 HWY 478, Anthony, NM or by contacting the City at (575) 882-2983 or website www.cityofanthonymm.com

Application deadline, **December 21, 2023 at 4:00 pm**. Packets may be submitted in person to City Hall, 820 Highway 478, Anthony NM 88021 or by email to jobs@cityofanthonymm.org

with subject line: **Custodian**

**Benefits include City-paid premiums at 80% for employees and 70% for dependents for health, dental and vision; 100% life insurance for employees; 13 paid holidays annually; retirement through Public Employees Retirement Association of New Mexico (PERA); Paid Employee Assistance Program (EAP)*

Posted on 12/7/2023



CITY OF ANTHONY

CUSTODIAN JOB DESCRIPTION

Department: Public Works

Reports To: Public Works Supervisor

FLSA Status: Non-Exempt

Approved Date: September 9, 2021

JOB SUMMARY:

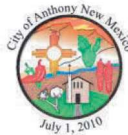
Maintains and ensures the cleanliness of the interiors of all municipal facilities (city hall, library, courtroom), including tenants. Duties include and are not limited to cleaning floors (carpet and tile), lobby/common areas, bathrooms, windows, kitchen and removing rubbish/recycling.

DUTIES AND RESPONSIBILITIES:

- Clean and restock all restrooms.
- Empty all trash and recycling containers.
- Clean building floors by sweeping, mopping, scrubbing, and/or vacuuming.
- Follow procedures for the use of chemical cleaners and power equipment for safety reasons.
- Mix water and detergents or acid in containers to prepare cleaning solutions, according to specifications.
- Strip, seal finish and polish floors.
- Notify managers concerning the need for major repairs or additions to building operating systems.
- Request supervisor for supplies and equipment needed for cleaning duties.
- Clean windows, glass partitions and mirrors
- Steam-Clean or shampoo carpets
- Spray insecticides and fumigants to prevent insect or rodent infestations
- Drive city vehicles to other facilities
- Clean and polish furniture and fixtures

MINIMUM QUALIFICATIONS:

- Must have a High School diploma or GED.
- Must possess a valid driver's license. Position requires an acceptable driving record in accordance with City policy.
- Must pass a thorough background investigation.



KNOWLEDGE, SKILLS, AND ABILITIES:

Follow oral and/or written instructions; Knowledge of basic math, ability to communicate effectively in both oral and written form; Maintain work logs; Establish and maintain cooperative and working relationships with those contacted in the course of work assignments.

SPECIAL REQUIREMENTS:

- Willingness to work irregular hours and outside (if necessary) in inclement weather.

ENVIRONMENTAL AND PHYSICAL FACTORS:

Work is performed primarily in office environment, but may include some light to medium outside work as needed .

Accepted this _____ day of _____, 20____, by:

Employee Printed Name: _____

Employee Signature: _____

Supervisor: _____