

Town of Castle Valley
Building/Landscaping Caretaker
Job Description

General Purpose

This person performs a variety of maintenance and repair duties in the upkeep and improvement of the Castle Valley Community Building, Pavilion, irrigation system and grounds.

Supervision Received: This position is supervised by the Mayor.

Supervision Exercised: N/A.

Examples of Duties

Irrigates the lawn, trees, shrubs and other landscaping plants, including keeping all irrigation facilities in operating condition and maintaining water system filters.

Performs a variety of mowing, weeding and trimming functions, including operating equipment, keeping all mowers and equipment in working order.

Performs a variety of routine grounds maintenance work, including raking, shoveling, seeding, planting, transplanting, and moving rocks, gravel, sod, etc.

Removes debris, noxious weeds, and trash from the grounds, keeping the area safe and clean, including transferring all full trash containers to the pick up site for scheduled removal on Tuesdays.

Performs snow removal when required.

Performs a variety of indoor maintenance duties, including weekly trash removal, bi-weekly refilling of drinking water, replacing filters, monthly transportation of recycle materials to the recycling center in Moab and keeping kitchen equipment in operating condition.

Purchases, uses, stocks and stores all equipment, tools, and approved landscaping products, including one monthly purchasing trip to Moab.

Performs related duties upon request.

Minimum Qualifications

Experience: Demonstrated experience in landscaping, maintenance, janitorial or other related field.

Knowledge, Skills, Awareness:

- working knowledge of plants and plant care
- working knowledge of the use of lawn mowers and maintenance tools and equipment
- working knowledge of well, lawn sprinkler and drip system irrigation equipment

- working knowledge of air conditioning/heating system and large appliance functioning
- working knowledge of basic cleaning techniques for indoor cleaning projects
- ability to use hand tools, make minor repairs and handle minor indoor clean-up tasks
- ability to establish good working relationships with other employees and the public

Licenses/Certifications: valid Utah driver's License

Physical Demands

Works in variable weather conditions, performing light and heavy labor. Tasks regularly include muscular strain, including walking, standing, stooping, reaching, and lifting.

Compensation

\$14.00 per hour

Expected Time Commitment:

Approximately 5 hours a week

Selection Guidelines

Required: Letter of interest, identification as required, 3 references, interview with hiring authority.

Optional: Resume and/or other supporting documents.

Application Deadline: This position will remain open until filled.