

Town of Cokeville Job Description

Position Title:

Building Janitor / Grounds & Facilities Maintenance

Department:

Public Works / Facilities

Reports To:

Public Works Director or Mayor

Employment Type:

Full-Time

Pay Range:

\$25,000- \$30,000 per year

With insurance benefits medical, dental, vision, and retirement and PTO.

Position Summary:

The Building Janitor / Grounds & Facilities Maintenance employee is responsible for the general cleaning, upkeep, and minor maintenance of Town of Cokeville buildings, grounds, and public facilities. This position ensures that all town properties are clean, safe, and well-maintained for public use and employee operations.

Essential Duties and Responsibilities:

Building Maintenance & Janitorial Duties

- Clean and sanitize restrooms, offices, meeting rooms, and public areas.
- Sweep, mop, vacuum, dust, and wash windows and surfaces as needed.
- Empty trash and recycling receptacles; ensure proper disposal.
- Replenish cleaning and restroom supplies.

- Perform minor repairs such as changing light bulbs, tightening fixtures, and replacing filters.
- Report any needed repairs or safety concerns to the supervisor.

Grounds & Facilities Maintenance

- Maintain exterior areas around town buildings, including mowing, trimming, watering, and snow removal.
- Maintain public spaces such as town parks, sidewalks, and other municipal grounds.
- Assist with minor facility maintenance such as painting, seasonal repairs, and general upkeep.
- Operate and maintain equipment and tools in a safe manner.
- Support setup and cleanup for town events and public functions.

Other Duties

- Assist other departments with maintenance-related tasks as directed.
- Follow all safety protocols and town policies.
- Perform other related duties as assigned by the supervisor.

Qualifications:

Education & Experience:

- High school diploma or GED preferred.
- Previous experience in janitorial, custodial, or maintenance work preferred.
- Valid Wyoming driver's license required.

Knowledge, Skills & Abilities:

- Knowledge of cleaning procedures, safety practices, and basic maintenance techniques.
- Ability to operate cleaning and grounds equipment safely (e.g., mowers, trimmers, snow blowers).
- Ability to work independently, follow directions, and manage time effectively.
- Ability to lift up to 50 pounds and perform physical labor in varying weather conditions.
- Dependable, honest, and committed to maintaining a clean and safe community environment.

Working Conditions:

- Work is performed both indoors and outdoors in all weather conditions.
- Exposure to cleaning chemicals, dust, noise, and equipment hazards may occur.

- Regular lifting, bending, and standing for extended periods are required.

Application Process:

Applications may be obtained from the Town of Cokeville Clerks Office.

Completed applications should be submitted to the Town Clerk's Office.