



**City of Nevada City**  
**Job Description**  
**PART-TIME CUSTODIAL & MAINTENANCE POSITION**

Under supervision of the Parks & Recreation Manager & Public Works Superintendent, performs custodial and maintenance duties for the Parks & Recreation Department and the Public Works Department.

Typical job duties include, but are not limited to:

- Custodial: sweeping, moping, cleaning bathrooms, kitchens, windows, taking out garbage and recycling
- Park maintenance: weed-eating, trimming trees & shrubs, picking up garbage, gardening, minor repairs, cleaning bathrooms
- Pool maintenance: vacuuming, cleaning bathrooms, disinfecting pool deck, minor repairs, gardening, recycling
- Public Works: Clean & stock downtown bathrooms, empty garbage cans in downtown

Knowledge and abilities:

- Conduct oneself in a professional manner
- Knowledge of the objectives and requirements to provide a safe environment
- Ability to function effectively under direct supervision, stay on task when working alone and develop working relationships with fellow City Employees and the public
- Must be able to communicate verbally and in writing
- Ability to receive direction and follow written and oral instructions
- Other skills: reliability, dependability, patience

Requirements:

- Must be at least 18 years of age
- Must be able to lift and carry at least 50 pounds
- Must have some experience operating small engine equipment
- Must be available weekends; schedule is Thursday – Monday; 7a-12p

The applicant chosen for this position will be dependent upon the following:

- Pass a Physical fitness test
- Pass a Drug Screening
- Be screened for a Background check that includes a DMV check

To Apply:

Complete a City Application and return to City Hall (317 Broad St. Nevada City, CA 95959)  
Applications available at City Hall or [www.nevadacityca.gov](http://www.nevadacityca.gov)  
Applications accepted until position is filled

Other:

Pay: \$15.50/hour

Questions: Call Nevada City Parks & Recreation 530-265-2496 x129