



**Submit resume and cover letter to:**  
**Northern Water, 220 Water Ave.**  
**Berthoud, CO 80513**  
**Email Preferred: [careers@northernwater.org](mailto:careers@northernwater.org)**

**Posted: 04/01/2025**  
**By: JG**  
**Removed:**  
**By:**

## Custodian

Division/Department: Operations Division/Facilities and Equipment Department  
Reports to: Facilities Supervisor  
Location: Berthoud, CO  
Type of Position: Full-time  
Status: Non-exempt  
Salary Range: \$25.68 - \$29.59

---

### GENERAL STATEMENT

This position is responsible for performing custodial and general maintenance of Northern Water facilities at or above industry standards.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Services, cleans, and restocks restrooms.
- Gathers and empties interior and exterior trash.
- Vacuums rugs, carpets, and upholstered furniture.
- Spot cleans rugs and carpets as needed using extraction equipment.
- Cleans floors by sweeping, mopping, machine scrubbing, or vacuuming.
- Strips, seals, waxes, and polishes floors.
- Cleans interior and exterior windows, glass partitions, and mirrors, using cleaners, rags, water poles, and squeegees.
- Cleans as needed, vents, ledges, horizontal and vertical surfaces, tables, chairs, and handrails.
- Cleans and performs routine maintenance on custodial equipment.
- Performs meeting room set ups and tear downs regularly.
- Follows procedures and mixing specifications for the use of chemical cleaners and power equipment to prevent damage to furniture, floors, and fixtures.
- Communicates needs for cleaning supplies and break area stocking necessary to complete duties.
- Shovels snow, apply ice melt, and maintains sidewalks as needed.
- Performs minor paint touch ups as directed.
- Operates auto scrubbers, burnishers, forklift, and other equipment within training qualifications.
- Notifies Supervisor concerning the need for major repairs or additions to building operating systems.

### **OTHER DUTIES AND RESPONSIBILITIES**

- Performs all other duties as assigned.

### **EDUCATION AND EXPERIENCE REQUIREMENTS**

#### **Education**

- High school diploma or equivalent.

#### **Experience**

- Minimum 2 years' experience in building custodial or janitorial related work.

### **LICENSE, CERTIFICATE AND CREDENTIAL REQUIREMENTS**

- Current driver's license.
- Will be trained and licensed as needed, specifically forklift.

### **KNOWLEDGE, SKILLS AND ABILITIES**

#### **Knowledge**

- Computer operation and Windows operating system.
- Cleaning supplies and equipment and their proper use and safety.

#### **Skills**

- Self-motivated, reliable, and dependable.
- Maintain composure even in difficult situations, being pleasant with others and displaying a good-natured, cooperative attitude, team player.
- Open to routine daily tasks.
- Determine the kind of tools and equipment needed to do a job.
- Work carefully.
- Complete work tasks thoroughly.
- Demonstrates time management and efficiency.
- Helpful to others.
- Drive a vehicle.

#### **Abilities**

- Understand information and ideas presented through spoken words and sentences.
- Self-motivated and attention to detail.
- Ability to work alone or as a team.
- Understand and demonstrate effective utilization of job-related information.
- Use required safety equipment.
- Manage multiple projects.

### **PHYSICAL REQUIREMENTS**

- Labor intensive, frequently standing, walking, stooping, kneeling, crouching, and crawling.
- Bend, stretch, twist, or reach with your body, arms, and/or legs.
- Exert muscle force to lift, push, pull or carry objects.
- Use abdominal and lower back muscles to support the body, repeatedly or continuously over time without fatigue.
- Occasional climbing and balancing on ladders.
- Heavy exertion of 100 lbs. of force occasionally and/or of 50 lbs. of force frequently.
- Physical demands are described as 20 lbs. of force constantly to move objects.
- Must be able to meet the physical requirements of a post-job offer physical examination.

Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of the job.

### **OTHER REQUIREMENTS**

- Must be at least 18 years of age.
- Maintains a personal appearance appropriate for job position and image of Northern Water.

**This job description in no way states or implies that these are the only duties to be performed by this employee.**

**Northern Water provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, marital status, sexual orientation, gender identity, national origin, disability, genetics, veteran status or other legally protected characteristics. Northern Water complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. Northern Water also prohibits any form of workplace harassment in accordance with these laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.**