

CASUAL MAINTENANCE (Custodial)

Location: New Castle, DE (Buildings)

Hourly Rate: \$18.00

Opening Date: August 3, 2026

Closing Date: Until Filled

I. POSITION SUMMARY

This position is a casual maintenance custodial position. Most job responsibilities require little or no previous skills. This position is required to operate basic hand tools and light equipment. This position is also required to work safely and efficiently in accordance with instructions, general operating practices, and procedures. Work is focused on immediate unit with limited awareness of related areas. Work schedules can be modified to fit the departmental needs which may require the employee to work shift work and/or weekends. **The current work schedule is Monday-Friday, 6:00am-11:00am.** Work is performed indoors/outdoors and can be in any weather condition. This casual position is part-time and there are no guaranteed minimum number of hours, nor are there any guaranteed assignments.

I. ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs routine maintenance duties based on specific requests
- Helps complete work plans according to deadline
- Completes or assists in completion of tasks such as:
 - Custodial maintenance
 - Other duties as assigned
- Provide the highest level of customer service and professionalism to all internal and external customers

III. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to read work orders; effective oral and written communication skills
- Ability to understand relevant Authority policies and procedures and safety techniques
- Within a reasonable time period, gains basic competence in all required equipment and in assigned work
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- Ability to provide superior customer service to everyone

IV. TYPICAL WORK ENVIRONMENTS

- Custodial/General Building Maintenance
- Landscaping and Grounds Keeping

V. LICENSES, REGISTRATIONS, AND/OR CERTIFICATES

- Valid driver's license

VI. REQUIRED EDUCATION AND EXPERIENCE

- Must be at least 18 years old
- High school diploma or equivalent or equivalent related experience
- Previous experience in custodial and/or landscaping/grounds keeping

VII. ADDITIONAL REQUIREMENTS

- Subject to a background investigation
- Subject to a pre-employment physical
- Subject to pre-employment drug testing
- Delaware River and Bay Authority requires all employees to have direct deposit with a financial institution or enroll in the payroll card program to receive their bi-weekly pay

If you are interested in applying for this position please complete the on-line application at www.drba.net. In addition, you also have the option of attaching a resume to the completed application.