



CALDWELL COUNTY

Job Description

Job Title: Custodian
Department: County Maintenance
Location: Caldwell County

Salary: \$42,000.00
FLSA Status: Non-Exempt
Prepared by: Human Resources Dept.

*Applications will be accepted until the position is filled.

*Please return job application to HR Office (Kristianna Ortiz) 1st floor Caldwell County Courthouse. You may also email your application to kristianna.aranda@co.caldwell.tx.us.

SUMMARY

The job of custodian is done for the purpose/s of maintaining a sanitary, safe and attractive facility. The custodian must do assigned routine work and perform other duties as assigned. The custodian must be able to perform routine repetitive tasks to completion.

SUPERVISION RECEIVED

Works under the general supervision of the Manager of County Maintenance.

SUPERVISION EXERCISED

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Arranges furniture for the purpose of providing adequate preparation for County meetings, County activities and County events.
2. Assists in the care and cleaning of break rooms, kitchens and cafeteria (if appropriate) for the purpose of ensuring the cleanliness and sanitation of the work environment.
3. Cleans County facilities (i.e. Courtrooms, offices, multipurpose rooms, grounds, restrooms) for the purpose of maintaining a sanitary, safe and attractive environment.
4. Dusts and polishes furniture, woodwork and metal for the purpose of ensuring that a clean, well-maintained environment is maintained.
5. Operates/maintains machinery (i.e. sprayer, blower, vacuum, floor polisher, carpet shampooer) for the purpose of maintaining a safe, clean and attractive work environment.
6. Assist Maintenance Manager with orders supplies as needed for the purpose of ensuring all supply needs are met and maintained in an orderly manner.
7. Secures facilities and grounds for the purpose of minimize property damage, loss and liability and ensuring safety at the work site.
8. Sweeps, scrubs, mops, waxes, finishes floors for the purpose of ensuring clean, well-maintained walking surfaces.
9. Vacuum rugs, carpets and furniture for the purpose of ensuring a clean, well-maintained environment.
10. Washes windows and walls for the purpose of ensuring a clean, well-maintained environment.

Other Functions

Performs other functions as assigned.

Note: The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position and is assigned by the manager.

MANDATORY QUALIFICATIONS:

EDUCATION and/or EXPERIENCE

High School diploma or GED.

CERTIFICATES, LICENSES, REGISTRATIONS

Possess a Class C Driver's License and must be insurable by Caldwell County Insurance Company in order to operate county vehicles. Employees are mandated to same requirements as a County Commercial Driver. Safety sensitive maintenance employees are subject to all policies regarding the Caldwell County CDL Drug and Alcohol Policy.

OTHER SKILLS AND ABILITIES

Exercise independent judgment within general policy guidelines; establish and maintain effective working relationships with those contacted in the course of work.

DESIRED MINIMUM QUALIFICATIONS:

TRAINING

Certified on County equipment (if deemed necessary).

LANGUAGE SKILLS

Read and comprehend simple instructions, short correspondence, and memos; able to write detailed correspondence; effectively present information in one-on-one and small group situations to elected officials, department heads, vendors, and senior managers and supervisors within the County.

MATHEMATICAL SKILLS

Perform basic math to calculate accurate dilution of cleaning agents.

REASONING ABILITY

Apply common sense understanding to carry out detailed but uninvolves written or oral instructions; able to deal with problems involving a few concrete variables in complex situations.

PHYSICAL DEMANDS

Physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

Stand/ work in confined spaces in contorted positions, while working for prolonged periods. While performing the duties of this job, the employee is regularly required to stand, walk; use hands to finger, handle, or feel; reach with hands and arms. The employee will be subjected to weather exposure. Employee frequently is required to climb or balance; stoop, kneel, crouch, or crawl; talk or hear; taste or smell. The employee must regularly lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position has been identified with possible risk of exposure to bloodborne pathogens and/or other various hazards that require immunization against such exposure.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts, fumes or airborne particles, and outside weather conditions. The noise level in the work environment is usually moderate to loud.

All individuals operating county equipment and vehicles are required to take pre-employment drug tests, random tests, post accident tests immediately following accidents, reasonable suspicion, and fitness for duty testing; in accordance with County and DOT Alcohol and Drug testing policies.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests might be required.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an “At Will” employment, and under no circumstances is this a contract for employment.