

**WEBB COUNTY
JOB DESCRIPTION**

TITLE: Custodian

DEPARTMENT: Building Maintenance

REVISION DATE: December 16, 2008

JOB SUMMARY:

The Custodian is directly responsible to the Supervisor of Custodial Services. Performs a variety cleaning processes within Webb County; under the general direction of the Custodian Supervisor and in accordance with National, Federal, State, and City and County requirements.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Ensures that personal safety equipment is appropriately used during work processes as needed.
- Submits list of materials and supplies needed for maintaining a high standard of cleanness in their area of responsibility to the Custodian Supervisor.
- Burnishes, sweeps, mops, shampoos, and vacuums floors using broom, dust mop, wet mop and electric driven power tools such buffers, vacuum cleaners, wet surface vacuum cleaners, parking lot sweeper, etc.
- Applies cleaning solutions and floor finishes in accordance with manufacturer's recommendations.
- Remove trash from buildings and parking lots for proper disposal.
- Cleans and maintains assigned custodial equipment.
- Rearranges furniture accordingly to accommodate changes or events.
- Locks and unlocks doors as directed.
- Restocks supplies such as hand soap, floor finish, paper towels, toilet tissue, etc.
- Observe and insure that all safety precautions, rules and requirements are followed within his/her area of responsibility.
- Insure that chemicals within his/her area of responsibility are appropriately labeled and stored securely.
- Perform additional duties as assigned.
- Must be able to establish and maintain effective and harmonious communications with other departments as related to building maintenance.
- Must be able to maintain a pleasant and positive work attitude among co-workers.

QUALIFICATION STANDARDS:

- Three years as a full time Custodian
- Eighth grade education and must have the ability to read, write, and follow written and oral instructions.
- Must have Texas Driver License.

ESSENTIAL DUTIES:

- Must be able to work beyond a normal workday and at varied work locations.
- Primary duties require working indoors and outdoors with exposure to all types of weather conditions.
- Also exposed to noise and vibration from operating machinery.
- Exposed to unpleasant odors and hazardous materials.

PHYSICAL REQUIREMENTS:

- Must be able to sit, stand, bend, and climb for prolonged periods of time.
- Must be able to lift 30-50 lbs (food bags & boxes, files, and other small equipment or devices).
- Must be able to work outdoors as needed.

OTHER REQUIRMENTS/INFORMATION:

- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, driver license and criminal background checks are required.
- This position is covered by Civil Service; therefore, is subject to the Civil Service Rules and Regulations in addition to all other Webb County Policies.

SUPERVISORY:

- Must work under general supervision, except where standard enables the Custodian to proceed alone in routine work.
- Must insure that all Custodian helpers follow state, city, and county requirements and standards.

ACKNOWLEDGEMENT:

The undersigned have read discussed, and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

EMPLOYEE SIGNATURE

SUPERVISOR SIGNATURE

PRINTED NAME

PRINTED NAME

PRINTED TITLE

PRINTED TITLE

DATE

DATE