



**Building Service Worker**  
Sheriff's Department

SD/18  
Pay Grade: 7

**JOB SUMMARY**

This position is responsible for the custodial maintenance of department buildings and facilities.

**MAJOR DUTIES**

- Washes and disinfects washroom floors, toilets, and fixtures.
- Cleans inmate visitation areas.
- Cleans offices and meeting rooms.
- Mops tile and concrete floor areas; vacuums carpeted areas.
- Dusts furniture and fixtures.
- Cleans mirrors.
- Replenishes toilet tissue and soap.
- Empties waste baskets and garbage cans; places garbage in outside bins.
- Cleans entrance and exit, including glass, doors and hardware.
- Performs or reports maintenance repairs.
- Reports damages and acts of vandalism.
- Perform any other duties as assigned.

**KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of the materials, equipment and methods used in the custodial maintenance of public buildings.
- Knowledge of the operation, maintenance and repair of a variety of custodial equipment.
- Knowledge of safe work practices.

- Skill in decision making and problem solving.
- Skill in communicating with others.
- Ability to communicate in English and Spanish.

## SUPERVISORY CONTROLS

The Maintenance Supervisor assigns work in terms of somewhat general instructions. The supervisor spot-checks completed work for compliance with instructions and established procedures, accuracy, and the nature and propriety of the final results.

## GUIDELINES

Guidelines include department and county policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

## COMPLEXITY/SCOPE OF WORK

- The work consists of related custodial duties. The variety of tasks to be performed contributes to the complexity of the position.
- The purpose of this position is to perform custodial maintenance of department buildings. Success in this position results in safe and well-maintained buildings.

## CONTACTS

- Contacts are typically with co-workers, other county employees, inmates, and members of the general public.
- Contacts are typically to provide services or to resolve problems.

## PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, stooping, walking, bending, or crouching. The employee frequently lifts light and occasionally heavy objects, uses tools or equipment requiring a high degree of dexterity, and utilizes the sense of smell.
- The work is typically performed indoors and outdoors, occasionally in cold or inclement weather. The employee may be exposed to noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, or irritating chemicals. Work requires the use of protective devices such as masks, goggles, gloves, etc.

## SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

- Must possess a valid and current Texas driver's license.

- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, Motor Vehicle Record (MVR) 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.

#### MINIMUM QUALIFICATIONS

- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Must have a high school diploma or GED from an accredited institution.

#### 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.

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Employee's Signature

Print Name

Date

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Supervisor's Signature

Print Name

Date