

CERTIFIED

JUL 23 2015

By Webb County
Civil Service Commission



Custodian
Building Maintenance

BM/19
Pay Grade: 7

JOB SUMMARY

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

MAJOR DUTIES

- Cleans, sanitizes, and details restrooms; refills dispensers; stocks supplies.
- Dusts and wipes furniture and fixtures.
- Sweeps, mops, and vacuums floors; strips, cleans, waxes and buffs floors.
- Empties and cleans trash receptacles.
- Loads and unloads supplies; stocks and organizes storage area.
- Cleans spills and broken glass.
- Moves furniture.
- Assists with setting up for special events.
- Reports maintenance needs to supervisor.
- Performs related duties.

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 Custodial 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 county buildings. Success in this position results in safe and well-maintained buildings.

CONTACTS

- Contacts are typically with co-workers, other county employees, 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 three 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.

Employee's Signature

Print Name

Date

Supervisor's Signature

Print Name

Date