



# Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602

(512) 581-7120

*An Equal Opportunity Employer*

<b>Title:</b>  <b>Lead Custodian</b>	<b>Opening Date:</b>  <b>October 27, 2017</b>	<b>Application Deadline:</b>  <b>Open Until Filled</b>	<b>Job Posting #:</b>  <b>Re-Post 17139</b>
<b>Department:</b>  <b>General Services</b>	<b>Starting Salary:</b>  <b>\$14.06-\$15.06 Hourly</b>	<b>Location:</b>  <b>Bastrop, Texas</b>	<b>Travel:</b>  <b>N/A</b>

## **INTERNAL/EXTERNAL POSTING**

**BRIEF JOB DESCRIPTION:** Under general supervision this position performs, oversees, directly supervises, and coordinates work activities in the specific area of highly advanced Janitorial / Custodial work. This position will perform a wide variety of custodial work including, cleaning and caring for County buildings and premises, maintaining custodial equipment, acquiring supplies, transportation of personnel, tools, materials, supplies, and equipment to and from various County offices and locations. This position is responsible for assigning and/or supervising, and documenting the work of others, including exercising functional and technical supervision over lower level custodial personnel; this position will be expected to lead, train, and organize staff and assignments, and to interpret, perform, explain, and enforce County as well as department policies and procedures.

**GENERAL KNOWLEDGE, SKILLS, AND ABILITIES:** Knowledge of methods and techniques of leadership, training, and supervision of staff. Business and management principles involved in strategic planning, resource allocation, production methods, and coordination of people and resources; Advanced methods and techniques of organized custodial maintenance; Perform various manual tasks for extended periods of time and in unfavorable weather conditions;

**MINIMUM QUALIFICATIONS:** Minimum of three (3) years of experience performing and supervising custodial related duties; or any combination of experience and training that would likely provide the required knowledge, skills, and abilities necessary to perform the essential job functions. High school diploma or equivalent. Valid Texas driver's license.

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Bastrop County does not discriminate on the basis of race, color, age, national origin, sex, religion or disability in employment or in its activities. Minorities, Veterans, and Disabled applicants are encouraged to apply.

A Bastrop County Job Application is required, and can be downloaded at: <http://www.co.bastrop.tx.us/page/open/3206/60/BastropCountyJobApp.pdf>

Applicants may mail or drop off an application at: Bastrop County, Attn: HR, 804 Pecan Street, Bastrop, Texas 78602. Applications postmarked after the closing date will not be accepted. Unless otherwise indicated, regular attendance is an essential job requirement of all positions in the county. This position may require shift work outside the normal business hours and weekends. All positions requiring a degree and/or licensing require proof of degree and/or license. Your application for employment with Bastrop County may subject you to a criminal background check.

Applicants may mail or drop off an application at: Bastrop County, Attn: HR, 804 Pecan Street, Bastrop, Texas 78602. Applications postmarked after the closing date will not be accepted. Unless otherwise indicated, regular attendance is an essential job requirement of all positions in the county. This position may require shift work outside the normal business hours and weekends. All positions requiring a degree and/or licensing require proof of degree and/or license. Your application for employment with Bastrop County may subject you to a criminal background check.

**IMPORTANT NOTE TO ALL APPLICANTS:** Only applicants scheduled for interviews will be contacted. If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. Thank you for considering employment with Bastrop County. Visit our website at: <http://www.co.bastrop.tx.us/page/co.jobs>



## **BASTROP COUNTY, TEXAS**

### **Job Description**

*Job Title: Lead Custodian*

**Department:** General Services

**FSLA Status:** Non-Exempt

**Reports To:** General Services Director; General Services Assistant Director

**SUMMARY:** Under general supervision this position performs, oversees, directly supervises, and coordinates work activities in the specific area of highly advanced Janitorial / Custodial work. This position will perform a wide variety of custodial work including, cleaning and caring for County buildings and premises, maintaining custodial equipment, acquiring supplies, transportation of personnel, tools, materials, supplies, and equipment to and from various County offices and locations. This position is responsible for assigning and/or supervising, and documenting the work of others, including exercising functional and technical supervision over lower level custodial personnel; this position will be expected to lead, train, and organize staff and assignments, and to interpret, perform, explain, and enforce County as well as department policies and procedures.

#### **SUPERVISION RECEIVED AND EXERCISED:**

Receives supervision from the General Services Director; General Services Assistant Director

Exercises supervision over lower level custodial, assigned personnel and Community Service Restitution (CSR) worker(s).

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

1. Maintains at a highly detailed level the cleanliness of all County buildings and assigned areas by supervising, overseeing, directing to perform, and performing the full range of custodial/ janitorial functions.
2. Oversees, schedules, directs, and evaluates the work of staff, vendors, and contractors responsible for performing custodial / janitorial duties at all assigned County buildings and facilities; This will include but is not limited to coordinating activities with other departments, ensuring that services are provided in an efficient, consistent, and timely manner, checking for accuracy of work, recommend and implement proper work methods and techniques, and enforcing compliance with applicable policies, procedures, safety standards, infection prevention standards, and specifications.
3. Oversees, directs to perform, and performs daily highly detailed servicing, cleaning, sanitizing and supplying public restrooms, administrative offices, conference rooms, hallways, stairs, sinks, drinking fountains, break rooms, janitorial closets, jail cells, mechanical shops, basins, countertops, walls and other areas of County buildings as directed by supervisor(s) to provide a safe and clean environment for County employees and the visiting public. This will include but is not limited to interior deep cleaning, cleaning of cabinets, woodwork, shades/blinds, ceilings, carpets, flooring, baseboards, garbage cans, wastebaskets, windows, raising and lowering flags, wall washing, dusting, painting, dusting, sweeping, mopping, waxing, floor care, and polishing various metals and finishes.
4. Oversees, directs to perform, and performs collection, and proper disposal of trash, recycled paper, boxes, and litter from various bins and locations throughout all assigned buildings and on County grounds.
5. Oversees, directs to perform, and performs daily tasks using hand tools, small power tools, various types cleaning supplies, cleaning chemicals, materials, or equipment including ladders and scaffolds, genie lifts, vacuums, buffers, Kaivacs, drills, caulking, and plungers to clear clogged drains, urinals, and toilets.
6. Regularly inspect, evaluate, document, and report the cleanliness and appearance of facilities to determine the type of work required. Provide estimates of time, materials, and equipment required for assigned jobs.
7. Evaluates, expedites, restocks, maintains, requisitions, places replenishment orders, and collects from vendors authorized supply inventory, materials, equipment and tools necessary for assignments when needed to ensure assigned County facilities remain clean, well equipped, and stocked with necessary supplies; Issue supplies, equipment, and tools to direct reports.

8. Prepare, maintain, and provide accurate reports on activity, assigned personnel, inventory, equipment, tools, required records, work hours, assigned budget(s), purchases, performance data as requested, and other information as directed by supervisor(s).
9. Maintains, cleans, properly stores, and repairs custodial tools and equipment, including all hand and power tools, custodial and mechanical equipment, and assigned motor vehicles. Including loading and unloading of supply and service deliveries, filling and emptying vehicles and power equipment with fuel and cleaning chemicals.
10. Investigates complaints about service, ensures adherence to safe work practices, policy, and procedures, and reports unsafe conditions. Confer with leadership and staff to resolve performance and personnel problems, discuss County or departmental policies, and take appropriate corrective action when required. Evaluate employee performance and recommend personnel actions, such as promotions, transfers, discipline, and dismissals.
11. Instruct and train assigned staff in work expectations, policies, procedures, use, set up, cleaning, care, and maintenance of equipment, proper work methods and specific cleaning techniques.
12. Works as part of a team and maintains a professional, courteous, cooperative, helpful attitude towards direct reports, fellow workers, supervisors, and the general public; Recommend changes, needed equipment, and purchases that could improve service and increase operational efficiency for approval.
13. Maintains confidentiality, safety, and security of all assigned County property, information, and systems by performing tasks including locking/unlocking, checking doors before, during and after operating hours, checking windows, checking, function of lights on/off, rooms, entries, electrical appliance and environmental systems used to ensure that hazards are not created including changing light bulbs. Promptly reports any damages, needed repairs, or security problems to supervisor(s).
14. Review, approve, or deny planned direct reports absences ensuring that work is appropriately covered during planned or unplanned absence.
15. Assists visiting public, outside staff, and contractors as needed and assigned including tours or access to areas within County facilities.

**OTHER FUNCTIONS:** Performs other assigned job duties as directed by supervisor(s). Subject to emergency call-in, weekend, and/or holiday duty as directed by supervisor(s). Use of computers, software, and other technology for reports, email, and documentation. **Regular attendance is considered an Essential Function of this job.**

**NOTE:** The essential functions describe the general nature and level of work being performed by employees holding this position. This is not intended to be a comprehensive listing of all duties and responsibilities required, nor is all duties listed necessarily performed by any one employee so classified.

**MINIMUM QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Knowledge of:**

- Methods and techniques of leadership, training, and supervision of staff;
- Business and management principles involved in strategic planning, resource allocation, production methods, and coordination of people and resources;
- Principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction;
- Principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects;
- Advanced methods and techniques of organized custodial maintenance;
- Operational characteristics of cleaning equipment and tools;
- Motivating, developing, and directing people as they work;
- Proper usage of cleaning agents and custodial supplies;
- Proper housekeeping principals and techniques with attention to detail;
- Practices, methods, materials, and tools used in organized custodial maintenance work;
- The operation and routine maintenance of motorized equipment including pickup trucks;
- Standard office policies, procedures, and equipment;
- Standard office software;
- The structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar;
- Bastrop County policies and procedures.

**Ability to:**

Lead, organize, review, and document the work of staff in the area of work assigned;  
Perform various manual tasks for extended periods of time and in unfavorable weather conditions;  
Independently perform the most difficult and complex custodial duties;  
Interpret, explain and enforce department policies and procedures;  
Operate a variety of hand and power tools, maintenance, and custodial equipment in a safe and effective manner;  
Perform a full range of custodial duties as required;  
Establish and maintain effective working relationships with those contacted in the course of job/work;  
Operate equipment required to perform essential job functions;  
Work independently in the absence of supervision;  
Work in a safety-conscious environment and to follow and promote good safety practices;  
Organize and review the work assigned;  
Perform multiple tasks simultaneously in a timely manner;  
Learn, understand, and apply pertinent laws, rules, and regulations;  
Understand and follow verbal and written instructions;  
Communicate clearly and concisely, both verbally and in writing;  
Maintain confidentiality of information encountered in work activities at all times;  
Operate at a basic level various software; Microsoft Office, Project, Excel, Word, Email, Adobe PDF; Quickly learn and use Bastrop County Help desk software & Computerized maintenance management system CMMS;  
Monitor and assess performance of yourself and other individuals to make improvements or take corrective action;  
Be aware of others' reactions and understanding why they react as they do;  
Talk to others to convey information effectively;  
Manage one's own time and the time of others;  
Adjust actions in relation to others' actions;  
Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times;  
Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems;  
Consider the relative costs and benefits of potential actions and to choose the most appropriate one;  
Select and use training/instructional methods and procedures appropriate for the situation when learning or teaching new things;  
Understand written sentences and paragraphs in work related documents;  
Actively look for ways to help people;  
Understand the implications of new information for both current and future problem-solving and decision-making;  
Identify complex problems and review related information to develop and evaluate options and implement solutions;  
Identify the best people for specific tasks;  
Teach others how to do something;  
Bring others together to reconcile differences;  
Persuade others to change their minds or behavior;

**Physical Demands:**

The 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.

Maintain effective audio-visual discrimination and perception needed for:

Making observations, reading and writing, operating assigned equipment, and communicating with others;  
Employee must have visual abilities including close vision, distance vision, depth perception, peripheral vision, and the ability to adjust focus.

Effectively handle a work environment and conditions which involve:

Exposure to various weather conditions; working closely with others; working outside normal business hours and in hours of darkness; exposure to moving mechanical parts; exposure to electrical hazards; and working in or near water including creeks and ditches;  
Frequent exposure to dust, dirt, fumes, human waste, animal waste, grasses, weeds and other vegetation, chemicals used for cleaning and landscaping, and exposure to airborne particles.

Maintain physical condition needed to accomplish the performance of assigned duties and responsibilities, which may include:

Walking, sitting, stooping or standing for long periods of time; lifting materials in excess of 50 pounds; carrying materials in excess of 100 pounds; climbing, crawling, squatting, kneeling, and running; working on uneven and/or slippery surfaces; and performing heavy manual labor.

Maintain mental capacity sufficient to accomplish the performance of assigned duties and responsibilities, which may include:

Handling exposure to potentially hostile individuals;  
Working independently with limited supervision;  
Handling stressful situations;  
Effective interaction and communication with others;  
Prepare clear and concise reports;  
Making sound decisions in a manner consistent with the essential job functions;  
Maintaining confidentiality of information encountered in work activities at all times.

### **EXPERIENCE, EDUCATION, and LICENSING:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### **Experience:**

Minimum of three (3) years of experience performing and supervising custodial related duties; or any combination of experience and training that would likely provide the required knowledge, skills, and abilities necessary to perform the essential job functions.

#### **Education:**

High School diploma or equivalent.

#### **Licensing:**

Possession of a valid Texas driver's license; must maintain a safe driving record.

### **SELECTION GUIDELINES:**

Formal application; rating of education and experience; oral interview; reference and other background checks; job-related tests may be required.

**\*\*\* This position is subject to random and/or reasonable suspicion and/or post-accident testing for drugs and alcohol.**

*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 a contract for employment.*