



# Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602

(512) 581-7120

An Equal Opportunity Employer

<b>Title:</b> <b>Custodian</b> Full -Time	<b>Opening Date:</b> <b>April 16<sup>th</sup>, 2018</b>	<b>Application Deadline:</b> <b>Open Until Filled</b>	<b>Job Posting #:</b> <b>18122</b>
<b>Department:</b> <b>General Services</b>	<b>Starting Salary:</b> <b>\$11.45 - \$13.45</b> <b>Hourly</b>	<b>Location:</b> <b>Bastrop, Texas</b>	<b>Travel:</b> <b>As required</b>

## **INTERNAL/EXTERNAL JOB POSTING**

**BRIEF JOB DESCRIPTION:** Under the supervision of the Director of General Services, this position performs general custodial work including, cleaning and caring for County buildings and premises, maintaining custodial equipment, and requesting supplies. Work involves sweeping, dusting, spray waxing and floor stripping; cleaning and disinfecting restrooms; emptying trash receptacles; and various other custodial related tasks as assigned. This position must be able to maintain a high standard of detailed cleaning and organizational skills. May be responsible for exercising occasional supervision over Community Service Restitution (CSR) worker(s). Receives supervision from the Director of General Services, and the Senior Maintenance Worker.

**GENERAL KNOWLEDGE, SKILLS, AND ABILITIES:** Must possess the knowledge, skills and ability necessary to the operations, services and activities associated with a custodial program. Must be able to maintain a high standard of detail oriented and organizational cleaning skills. This includes knowledge of the methods and techniques of custodial maintenance; knowledge of operational characteristics of cleaning equipment and tools; and knowledge of the proper use of cleaning agents, chemicals and other custodial supplies used both indoors and outdoors. Must also possess knowledge of proper housekeeping principals, including the skill to properly sweep and mop floors, and thoroughly disinfect restrooms. Must be able to recognize occupational hazards and exercise standard safety practices in a safe and effective manner. Must be able to communicate effectively, both orally and in writing, and be able to establish and maintain effective working relationships with individuals contacted in the course of work.

**MINIMUM QUALIFICATIONS:** Minimum of three (3) to five (5) years of experience performing 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. A high school diploma or equivalent is preferred. Possession of a valid Texas driver's license in good standing is also required.

**WORK ENVIRONMENT/PHYSICAL REQUIREMENTS:** Will work in both indoor and outdoor environments and will be required to travel from site to site. Will be exposed to dust and dirt, repeated bending, prolonged walking, and potentially hazardous chemicals and materials. Must be able to lift and carry materials up to (50) fifty lbs.

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/co.jobs>. A resume will be considered, but will not be accepted in lieu of application. Applicants may mail or drop off an application at: Bastrop County, Attn: HR, 804 Pecan Street, Bastrop, Texas 78602 OR email applications to [apply@co.bastrop.tx.us](mailto:apply@co.bastrop.tx.us). 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: Custodian*

**Department:** General Services

**FSLA Status:** Non-Exempt

**Reports To:** Director of General Services

**SUMMARY:** Under the supervision of the Director of General Services, this position performs general custodial work including, cleaning and caring for County buildings and premises, maintaining custodial equipment, and requesting supplies. Work involves sweeping, dusting, spray waxing and floor stripping; cleaning and disinfecting restrooms; emptying trash receptacles; and various other custodial related tasks as assigned. This position must be able to maintain a high standard of detailed cleaning and organizational skills; May be responsible for exercising occasional supervision over Community Service Restitution (CSR) worker(s). Receives supervision from the Director of General Services, and the Senior Maintenance Worker.

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

Receives supervision from the Director of General Services, and the Senior Maintenance Worker; Exercises occasional supervision over Community Service Restitution (CSR) worker(s).

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

1. Maintains cleanliness of all assigned County buildings by performing custodial functions such as sweeping, mopping, spray waxing, and floor stripping; performs carpet maintenance including vacuuming floors and shampooing carpets; empties trash and shredder containers in all locations and disposes of trash by taking it to the dumpsters from the buildings as needed;
2. Performs daily restroom maintenance to include thoroughly sanitizing toilets, washing and disinfecting basins, countertops and walls, replenishing toiletry supplies in the restrooms, and applying cleaning chemicals as needed throughout the course of the day (**may require maintenance multiple times a day**);
3. Cleans and dusts office furniture, walls, baseboards, windows, and countertops in designated work areas; cleans and sanitizes kitchen areas within offices; sanitizes public drinking fountains; sanitizes doors, door handles and light switches; sweeps staircases, and sanitizes and polishes hand rails as needed;
4. Collects recycled paper from recycle bins and empty boxes throughout offices, and disposes of them in a designated recycling location as requested;

5. Evaluates supply inventory and submits supply requests when needed to ensure County facilities remain fully equipped with necessary supplies;
6. May provide custodial training to others;
7. Ensures adherence to safe work practices and procedures, and reports unsafe conditions;
8. Works as part of a team and maintains a cooperative, helpful attitude towards fellow workers, supervisors, and the general public;
9. Maintains confidentiality and security of all courthouse property, information and systems;
10. Performs related work or duties as assigned by the General Services Director and Senior Maintenance Worker.

**OTHER FUNCTIONS:** Performs other job related duties as directed by supervisor(s). **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 are 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:**

Advanced methods and techniques of organized custodial maintenance;  
Operational characteristics of cleaning equipment and tools;  
Proper usage of cleaning agents and custodial supplies;  
Proper housekeeping principals and techniques with attention to detail;  
Standard office policies, procedures, and equipment;  
Bastrop County policies and procedures.

**Ability to:**

Maintain a high standard of detail oriented and organizational cleaning skills;  
Operate a variety of cleaning equipment in a safe and effective manner;  
Properly sweep and mop floors in an efficient manner;  
Understand and recognize occupational hazards and standard safety practices;  
Organize and review the work assigned;  
Work independently with limited supervision;  
Perform multiple tasks simultaneously in a timely manner;  
Understand and follow oral and written instructions;  
Communicate clearly and concisely, both verbally and in writing;  
Understand and follow verbal and written instructions;  
Function independently, exercise good judgment, manage multiple projects, and meet deadlines;  
Establish and maintain effective working relationships with those contacted in the course of the job;  
Operate equipment required to perform essential job functions;  
Work in a safety-conscious environment and to follow and promote good safety practices;

Handle exposure to potentially hostile individuals;  
Maintain confidentiality of information encountered in work activities at all times.

**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.

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

Walking, sitting, or standing for long periods of time; Lifting and carrying materials weighing up to 25 pounds such as cleaning equipment or materials to dispose of ; Repeated pulling, bending, stooping, squatting, &/or kneeling; and Occasional climbing and crawling.

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

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

**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) to five (5) years of experience performing 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 is preferred.

**Licensing:**

Possession of a valid Texas driver's license in good standing required.

**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.*