



Victoria County, TX

115 N. Bridge, Victoria TX 77901 (Worksite location may vary)

<u>Position Title:</u>	Custodian	<u>Salary:</u>	\$13.91-\$16.84
<u>Department:</u>	Facilities - Custodial	<u>Effective:</u>	Open until filled
<u>Accountable to:</u>	Facilities Manager/Facilities Coordinator	<u>Status:</u>	Non-Exempt/Full-time

Job Summary

Performs work completing all routine building cleaning and floor finishing, and assisting grounds keeping and maintenance activities as appropriate for the Victoria County facilities. This role requires attention to detail and the ability to work independently to ensure the upkeep and cleanliness of the county's premises. Schedule may vary or change to include possible evening or weekend hours.

Supervision Received

Work is performed under the moderate supervision of the Facilities Manager and the Facilities Coordinator.

Supervision Exercised

None.

PRIMARY DUTIES AND RESPONSIBILITIES

1. Maintains cleanliness of buildings including cleaning and sanitizing toilet rooms, mopping floors, cleaning/dusting offices, and hauling trash to dumpsters.
2. Strips, waxes, and buffs floors, sometimes during evening and weekend hours.
3. May perform minor maintenance such as changing light bulbs, moving furniture, delivering copy paper or supplies, etc.
4. Assists groundskeeper with things such as clearing brush, loading and hauling trimmings, weed eating, leaf blowing, etc.
5. Possesses the ability to safely work, carry out, and complete duties with minimal supervision.
6. Possesses the ability to safely work on a ladder.
7. Assists other facilities personnel with carrying, lifting, or moving heavy items.
8. Establishes and maintains effective working relationships with all other Victoria County staff.
9. Possess the ability to wear appropriate safety equipment such as safety glasses, hearing protection, dust masks, boots, safety vests, etc. and follow all safety rules or precautions.
10. Open and close buildings following safety and security protocols.
11. Report any safety or maintenance items to supervisor(s).
12. Complete other duties as assigned.

MINIMUM QUALIFICATIONS

- High School Diploma or GED and minimal (less than one year) experience required.
- Valid Texas Driver's License

WORKING CONDITIONS

The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Employees sit some of the time but may walk or stand most periods of time.
- This is medium work requiring some physical agility such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity.
- Sensory requirements include special vision requirements - close and distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision, ability to convey detailed or important instructions to others accurately, loudly or quickly, and standard hearing requirements - hear information at normal spoken word levels.

Physical Exertion (Pounds)	
Up to 10	Frequently
Up to 25	Frequently
Up to 50	Sometimes
Up to 100	Seldom or Never
100 or more	Seldom or Never

Environmental Exposures	
Work near moving mechanical parts	Frequently
Work in high, precarious places	Sometimes
Toxic or caustic chemicals	Sometimes
Outdoor weather conditions	Sometimes
Extreme Cold, non-weather	Seldom or Never
Extreme Heat, non-weather	Seldom or Never
Noise Level	Moderate to Loud

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

WHERE TO APPLY

Apply to Human Resources, Victoria County Courthouse. EEOE. No phone calls please. Applications are required. Employment Applications can be found online under the employment jobs link or <https://www.vctx.org/page/employment>.

Victoria County Human Resources
115 N. Bridge St., Room 127 Victoria, TX 77901