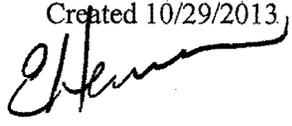


Nueces County Job Description

Job Title: CUSTODIAN - COMMUNITY SERVICES
Job Code: 0350
Salary Level: Pay Group 11
Class: Non-clerical
FLSA Status: Non-exempt
W. C. code: 9014
NAICS code: 921190
Prepared by: Sara Longoria
Date: Created 10/29/2013

Approved by: 

Date:

SUMMARY: Keeps county facilities clean and orderly by performing custodial duties in county buildings. Work involves cleaning and caring for county buildings and premises, maintaining custodial equipment, requesting supplies, and by performing minor repairs on facilities and equipment. The employee is required to be on duty before, during, and after natural disasters and emergencies, as directed by the supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Performs general custodial functions such as sweeping, mopping, dusting, picking up trash, emptying waste baskets, and ash trays.

Cleans office furniture, walls, windows, floors, light fixtures, and carpet.

Cleans and dusts areas such as offices and other facilities to include kitchen.

Performs restroom maintenance, replenishing supplies and applying cleaning chemicals as appropriate.

Unstops toilets and sinks.

Moves office furniture and other items.

Operates floor maintenance equipment including buffers, strippers, waxers, vacuums and carpet shampooing machines.

Replaces light bulbs and other similar replaceable items.

Performs minor repairs on equipment and fixtures.

Pick-up and drop off clients and delivers supplies, equipment and/or other goods.

Inspects buildings for cleanliness, completed work and needed repairs.

Assists in coordinating minor building repairs, scheduling, and other projects.

Assists in maintaining inventory records of building, custodial equipment, materials and supplies, and equipment.

May mow and trim grass. Trims, fertilizes, waters, and removes plants, trees, and shrubs.

May operate powered equipment such as mowers, lawn tractors, electric clippers, and pruning shears.

May remove dirt, rubbish and refuse from grounds.

May assist in the servicing, repairing, and preventative maintenance of groundskeeping equipment.

May drive sedan and pick-up trucks and haul materials, supplies, and office furniture.

May assist in installing or repairing sprinkler systems.

Performs other work as assigned.

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. Any employee who drives a vehicle on official business must have a driving record which meets standards set by the County and the County's insurance carrier. Must pass a criminal background check.

EDUCATION and/or EXPERIENCE:

High school diploma or GED is preferred with demonstrated ability to read and write.

CERTIFICATES, LICENSES, REGISTRATIONS: Must have a valid Texas Motor Vehicle Operators License (Class C). Any employee who drives a vehicle on official business must have a driving record which meets standards set by the Risk Management Department and the County's insurance carrier.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.