

HIDALGO COUNTY BUILDINGS & GROUNDS

Job Title:	Custodian	FLSA Status:	Non-exempt
Dept. No:	220-001	Civil Service Status:	Non-exempt

SUMMARY:

Keep County facilities clean and orderly.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs general cleaning including sweeping, mopping, dusting, and emptying wastebaskets and ashtrays.
- Clean walls, windows and light fixtures.
- Operates buffers, strippers, wax machine, vacuums and carpet shampooing machines.
- Picks up trash.
- Replaces light bulbs and other similar replaceable items.
- Unstops toilets and sinks.
- Picks up and delivers supplies, equipment and/or other goods.
- Performs minor repairs on equipment and fixtures.
- Regular attendance is a must;
- Ability to work well with others.
- Performs such other duties as may be assigned.

QUALIFICATION REQUIREMENTS:

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 duties and responsibilities.

EDUCATION and/or EXPERIENCE:

- Must be able to read and write English

CERTIFICATES, LICENSES, REGISTRATIONS:

- Employee must have a current valid Texas Motor Vehicle Operator's License
- Must be able to be insured by the County's Insurance carrier

OTHER SKILLS AND ABILITIES:

- Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to talk or hear. The employee is required to stand and walk. The employee is required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move over twenty five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The employee occasionally works in outside weather conditions. The employee is occasionally exposed to fumes, airborne particles and toxic or caustic chemicals.

The noise level in the work environment is usually loud.

SAFETY REQUIREMENTS:

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities, which may include the following:

- standing and walking for extended periods of time
- operating assigned equipment

Maintain mental capacity, which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions, which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communicating with others

ACCIDENT PREVENTION PROGRAM:

Required to follow all departments' safety regulations.