

**HIDALGO COUNTY  
ROAD & BRIDGE  
PAVED/UNPAVED**

<b>Job Title:</b> Custodian	<b>FLSA Status:</b> Non-Exempt
<b>Dept No:</b> 124	<b>Civil Service Status:</b> Non-Exempt

**SUMMARY:**

Performs general cleaning including sweeping, mopping, dusting, emptying wastebaskets, and ashtrays.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Performs general cleaning, including sweeping, mopping, dusting, emptying wastebaskets, ashtrays, etc.
- Cleans walls, windows and light fixtures.
- Pick up trash.
- Regular attendance is a must.
- Ability to work well with others.

**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**

- High School Diploma or general education degree (GED).
- One year experience.

**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**

- Ability to operate vacuum cleaner.
- Ability to operate buffing and stripping machines.
- Ability to follow written verbal instructions.
- Ability to work independently.
- Bilingual ability (Spanish and English) with the ability to converse in both languages, preferred.
- 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. The employee is required to walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, and kneel;

The employee must occasionally 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 encounters while performing the essential functions of this job;

The noise level in the work environment is usually moderate;

**SAFETY REQUIREMENTS:**

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

- sitting 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 department's safety regulations;