

Hill County, TX

JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Custodian

Department: Facilities and Maintenance

Pay Grade: 101

FLSA Status: Non-Exempt

JOB SUMMARY

The position is a non- exempt position that ensures facilities are clean and maintained properly. This is a full time, regular position.

ESSENTIAL JOB FUNCTIONS

- Make sure that all facilities are clean, sanitized, and fully stocked with supplies.
- Set up and break down equipment needed for various departments.
- Adjust air temperature for each office.
- Regularly clean buildings on a weekly basis.
- Clean other buildings or areas when necessary.
- Gather trash from offices or areas and dispose of it properly.
- Clean common areas, windows, and restrooms.
- Sweep, mop, or vacuum areas as needed.
- Ensure supplies are stocked in restrooms and other areas.
- Ensure spills or messes are cleaned quickly and properly.

QUALIFICATIONS

Education and Experience:

- At least 18 years of age.
- High School graduate or equivalent required.
- Must have successfully completed the trainee position for 6 months at Hill County.

Special Qualifications:

Knowledge, Skills, and Abilities:

- Knowledge of proper cleaning and sanitization policies.
- Ability to work independently.
- Ability to concentrate on a task over a period of time without being distracted.

- Ability to possess a cooperative and positive attitude at all times.

PHYSICAL DEMANDS

The work is medium work involving lifting no more than 50 pounds at a time with frequent lifting or carrying of objects weighing up to 25 pounds. Additionally, the following physical abilities are required:

- Must be physically able to sweep, mop, vacuum, and clean needed areas.
- Must have minimal levels of eye/hand/foot coordination.
- Requires the ability to see, hear, smell, taste, and speak.
- Requires color, texture, and depth perception.
- Frequently required to talk, hear, see, sit, stand, kneel, climb, feel, use fingers to handle and arms to reach and carry.
- Required to be able to sit or stand for prolonged periods of time.
- Required to lift up to 15 pounds regularly and up to 25 pounds occasionally.
- Specific vision required by this position includes up close and distance.

WORK ENVIRONMENT

Work is primarily performed in an office setting with some tasks taking place outdoors.

- Must be able to perform the essential functions of this position without posing a direct threat to the health or safety of themselves or others.
- Must be able to work with the general public and/or elected officials who may become hostile.
- Must tolerate exposure to odors, fragrances and scents while working with the general public.
- Must be able to work overtime on occasion to include evenings and weekends.
- Required to dress in professional business attire at work daily.

Hill County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor Signature

Date

