

Calhoun County Job Description
CUSTODIAN

CLASS NO. 3007

EEOC CATEGORY: Service Workers

PAY GROUP: 10

FLSA STATUS: Non-exempt

SUMMARY OF POSITION

Performs basic plumbing, electrical, and carpentry work; performs general cleaning of county buildings and facilities.

ORGANIZATIONAL RELATIONSHIPS

1. *Reports to:* Building Maintenance Superintendent.
2. *Directs:* This is a non-supervisory position.
3. *Other:* Has frequent contact with other county personnel, and occasional contact with the general public.

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

Performs general repairs on electrical and plumbing system components;

Replaces light bulbs, switches, and ballasts;

Performs groundskeeping duties, including mowing, edging, trimming, weeding, and sweeping walkways;

Sweeps and mops floors in county buildings and facilities;

Strips, waxes, and buffs floors in county buildings and facilities;

Vacuums carpets in county buildings and facilities;

Cleans windows and glass doors in county buildings;

Cleans toilets, sinks, and urinals in county bathrooms;

Checks and refills bathroom dispensers with toilet paper, paper towels, and soap;

Empties trash cans in county offices and buildings;

Locks and secures doors; and

May assist in painting inside and outside of county buildings.

OTHER DUTIES AND RESPONSIBILITIES.

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: proper techniques for prepping and painting surfaces; building maintenance procedures; groundskeeping procedures; cleaning procedures; safe and proper use of cleaning supplies.

Skill/Ability to: paint; perform basic plumbing, electrical, and carpentry repairs; safely operate various tools and equipment; understand and follow oral instructions.

ACCEPTABLE EXPERIENCE AND TRAINING

Two years of building maintenance and janitorial experience; *or* any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Class C Texas Driver's License.

SIGNATURES

Employee's Signature

Supervisor's Signature

Date

Date

Calhoun County, Texas is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Calhoun County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with employer.

ADA Information

This attachment provides information on the job relating to the Americans with Disabilities Act.

FREQUENCY DEFINITIONS

The following frequency definitions are to be used in completing the Physical Environment and the Non-Physical Environment sections of this form:

- C = Constantly (2/3 or more of the time)
- F = Frequently (from 1/3 to 2/3 of the time)
- O = Occasionally (up to 1/3 of the time)
- R = Rarely (less than one hour per week)
- N = Not Applicable (does not apply in this job)

PHYSICAL ENVIRONMENT

Descriptive examples of physical job actions (please use the letter corresponding to the appropriate frequency):

Requirement	Frequency	Example
Lifting (specify weight): 50#	F	Lifting cleaning supplies, equipment, trash, etc.
Sitting:	R	
Standing:	C	Cleaning, painting, etc.
Walking, on normal, flat surfaces:	C	Walking in county buildings
Walking, on uneven surfaces:	O	Walking on outside grounds
Walking, on slippery surfaces:	R	After mopping
Driving:	R	Picking up supplies
Bending (from waist):	F	Painting, carpentry, maintenance
Crouching/Squatting:	F	Painting, servicing A/C, etc.
Kneeling:	F	Painting, repairing walls, etc.
Crawling:	R	
Twisting:	N	
Reaching:	F	Painting, making repairs, etc.
Balancing:	O	On ladder when painting, replacing bulbs, etc.
Carrying:	F	Tables, chairs, supplies
Pushing:	R	Moving buffer
Pulling:	F	Moving buffer
Throwing:	N	
Repetitive Motion:	F	Painting
Fingering (fine dexterity, picking, pinching):	F	Working with tools and hardware
Handling (seizing, holding, grasping):	F	Cleaning supplies, painting
Wrist Motions (repetitive flexion/rotation):	O	Mowing, painting, buffing
Feet (foot pedals):	O	Mower

SENSORY REQUIREMENTS

Descriptive examples of sensory demands (please use the letter corresponding to the appropriate frequency):

Sensory Demand	Frequency
Color (perceive/discriminate)	O
Sound (perceive/discriminate)	O
Taste (perceive/discriminate)	N
Odor (perceive/discriminate)	O
Depth (perceive/discriminate)	O
Texture (perceive/discriminate)	O
Visual (perceive/discriminate)	F
Oral Communications ability	C

NON-PHYSICAL ENVIRONMENT

Descriptive examples of non-physical demands (please use the letter corresponding to the appropriate frequency):

Non-Physical Demand	Frequency
Time Pressures (e.g., meeting deadlines)	O
Noisy/Distracting Environment	R
Performing Multiple Tasks Simultaneously	R
Danger/Physical Abuse	R
Deals With Difficult People	R
Periods of Idle time, Interspersed with Emergencies Requiring Intense Concentration	R
Emergency Situations	R
Tedious, Exacting Work	R
Works Closely with Others as Part of a Team	F
Works Alone	C
Irregular Schedule/Overtime	F
Frequent Change of Tasks	C
Other (describe)	

WORK ENVIRONMENT

1. Please describe the degree of physical activity and effort required to perform your job, as well as any associated safety hazards and the level of risk of personal injury or illness (if any):

Considerable physical activity; some risk of personal injury or illness.

2. Please list your job exposure to environmental factors (if any), including extreme temperatures, respiratory hazards, airborne diseases, vibrations, loud noises, or other sources of discomfort:

Exposure to loud noises, vibrations, and respiratory hazards.