



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **CUSTODIAN III**
Grade: 05

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs highly complex (senior-level) custodial work. Work involves coordinating the cleaning and sanitation of county buildings and facilities and conducting inspections of buildings and equipment. May supervise the work of others. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Coordinates and performs general custodial functions such as sweeping; mopping; dusting, and cleaning windows, light fixtures, and carpet

Coordinates rest room maintenance, replenishing supplies and applying cleaning chemicals as appropriate

Coordinates minor building repairs, scheduling, and other projects

Coordinates the moving of office furniture and other items

Performs minor maintenance and repair work on custodial equipment

Cleans, dusts, and inspects areas such as rest rooms, offices, and other facilities

Cleans office furniture, walls, windows, and floors; and empties trash

Operates floor maintenance equipment including buffers, strippers, vacuums, and Extractors

Inspects buildings for cleanliness, completed work, and needed repairs

Maintains inventory records of building property, custodial equipment, materials and supplies, and equipment

May plan, assign, and/or supervise the work of others

May train others

Performs related work as assigned

EXPERIENCE AND EDUCATION

Graduation from high school

Five (5) years of experience in custodial work

One (1) year of experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of cleaning techniques and procedures and of inventory control principles and methods

Skill in the use of custodial materials and chemicals; in the operation of custodial equipment and in the use of building maintenance tools and equipment

Ability to supervise the work of others

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 regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, 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 encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing 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
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations