

COUNTY OF GILLESPIE, TEXAS

JOB DESCRIPTION For Service Maintenance Custodial Department

JOB CODE: 5807

FLSA CLASSIFICATION: Non-Exempt (7-day, 40 hour work period, Sunday through Saturday); Full-Time

OCCUPATIONAL CATEGORY: Service Maintenance

PAY SCHEDULE: Pay Group 07... Entry Level \$11.55 per hour effective 10.01.2017

Gillespie County pays bi-weekly. All non-exempt employees are paid on a per hour basis. Wages are based on the County Pay Schedule and Pay Groups within that Schedule. Pay Groups are reflected in three stages: Entry, Midpoint, and Maximum point range. These are informational points only and do not indicate pay levels or levels of pay increases. Normally new staff comes in at the entry level. Pay rate changes generally take place only at the beginning of the County's fiscal year (October 01, yyyy) unless an exception is so noted in the adopted budget.

County positions shall be reviewed at least annually ... may include, but not limited to review of essential duties/functions, necessity of position, wage scale rating, and budgetary factors.

PAY PLAN:

The wage for this position is established according to the County Pay Schedule. The work period for such position shall be seven (7) consecutive days commencing on Sunday. Under this schedule overtime compensation will be computed on a 40-hour WORK period.

Wages are paid biweekly.

LEAVE PLANS: ... Leave Plans may include, but are not limited to the following and are subject to change:

Vacation: Accruals are credited on a biweekly basis and available for use as it is accrued after 1 full year of continuous service. Year to year carry-over accruals are limited to twice the employee's annual rate.

Sick Leave: Accruals are credited on a biweekly basis and available for use as it is accrued. Employees accrue 48 hours of sick leave per year. Maximum lifetime accrual is 480 hours.

Holidays: Holidays are annually established by the Commissioners Court. Each Holiday is considered 8 hours.

BENEFIT PLANS: ... Benefit Plans may include, but are not limited to the following and are subject to change:

Retirement Plan: Mandatory participation in the county sponsored retirement plan (Texas County & District Retirement System).

Group Medical Coverage: The County provides coverage and pays the premium for eligible employee major medical and prescription drug coverage.

Life AD&D Coverage: The County provides coverage and pays the premium for eligible employee life AD&D \$10,000 coverage.

Social Security / Medicare: The County is a social security employer ... employee wages are subject to social security and Medicare taxes.

Section 125: The County offers a Section 125 Cafeteria Plan ... flexible benefit, a premium deferred only plan, for qualifying coverage.

Other: The County provides workers' compensation and unemployment coverage.

SUPPLEMENTAL COVERAGES:

Supplemental coverage ... such as: accident, dental, life, cancer, heart ... are offered through payroll deduction.

Membership in medical transport product ... offered through payroll deduction or self pay.

OTHER:

Deferred Compensation Plan (457k) is offered for employee participation. The County is not a contributor to the plan.

GENERAL DESCRIPTION OF POSITION PURPOSE and OBJECTIVE:

Employee shall perform all custodial duty services as required by Gillespie County. The purpose and objective of this position are to perform a wide variety of custodial functions in order to maintain cleanliness, sanitation, safety, and appearance of all county buildings, and all facilities on a daily basis. Custodial duties will be repetitive with an emphasis on quality of work. County buildings/facilities include but are not limited to the Courthouse, Annex #1, Annex #2, Law Enforcement Center, Jail Annex, Agricultural Building, Extension Building, Pioneer Memorial Library, and the county airport facilities.

And performs related duties as may be assigned.

ORGANIZATIONAL RELATIONSHIP:

REPORTS TO: Reports to and receives general direction from the Lead Service Maintenance of Custodial. Also, may receive direction from the Facilities Maintenance Department Head, and/or a member of Commissioners Court when necessary. Has moderate latitude for the use of self-initiative and independent judgment. Under normal circumstances, adheres to chain-of-command requirements.

SUPERVISION: May supervise Community Service workers as applicable.

RESPONSIBILITY FOR OTHERS: May be responsible for Community Service workers as applicable.

CONTACTS: Has daily contact with other county personnel, other custodial staff, and the general public. As a public servant, having a positive relationship with these contacts is a critical part of this position. May have occasional contact with product vendors.

ESSENTIAL DUTIES / FUNCTIONS ... Essential duties/functions may include, but are not limited to the following:

BUILDING AND FACILITIES CLEANING:

Performs scheduled custodial duties and unscheduled custodial duties as may be required at various county facilities on a daily basis and responds to emergency custodial conditions as may be necessary.

- vacuum carpets
- clean and sanitize restrooms (toilets, urinals, lavatories, mirrors, etc.)
- replenish paper supplies in restrooms
- mop restroom floors and other floors that may require mopping and/or waxing
- clean interior walls and fixtures
- empty and clean trash receptacles and deposit into dumpster
- sweep, dust, and mop floors
- dust desks, chairs, benches, and building furniture and fixtures
- polish brass handles, fixtures
- clean kitchen cabinets and refrigerators, and all other appliances
- clean windows, glass doors (inside/outside)
- buff floors

Also, maintain inventory of paper products, cleaning chemicals, and other necessary supplies.

Must follow safety and good housekeeping practices using established practices and procedures.

AND, perform cleaning tasks with the use of proper cleaning supplies and equipment. Perform these tasks in a safe and efficient manner in accordance with manufacturer's recommendations of cleaning agents used and in accordance with MDS and label requirements.

OTHER ESSENTIAL DUTIES/FUNCTIONS:

Adheres to proper usage of materials and equipment.

Responds to emergency and non-emergency custodial requirements as needed.

Operates floor maintenance equipment, including buffers, strippers, vacuums, and other related equipment.

Maintains tools and equipment in clean and operational condition.

Must be able to change job priorities with short notices as may be deemed necessary.

AND, be able to react to changes in a productive manner and perform other related duties or tasks as may be assigned.

ADDITIONAL DUTIES/FUNCTIONS ... Additional duties/functions may include, but are not limited to the following:

Assist with custodial/janitorial essential duties/functions of other county facilities as needed.

Assist other departments located in various county facilities whenever manual labor is required ... such as heavy lifting and/or moving of supplies, furniture, fixtures, and various other items.

Assist in placement and removal of decorative items from buildings, facilities, and grounds.

Work in a safe and efficient manner; and report any damaged equipment, safety hazard or possible safety hazard to supervisor.

Lock and unlock assigned buildings and secure buildings when facilities are not in use. Check for unlocked doors and windows, report any unauthorized occupants, and make sure non-public closets are locked and supplies safely stored.

Participate in classes as required in cleaning methods/techniques, new products, First Aid, or other job related functions.

OTHER: Perform other related duties/functions as may be assigned or required.

WORKING CONDITIONS AND SCHEDULES:

COUNTY FACILITIES AND VEHICLES: Are smoke-free and alcohol-free working environments.

PHYSICAL DEMANDS: While performing the duties of this position, the incumbent is regularly subjected to daily and prolonged repetitive motor movements. Position requires frequent movement of 50 pound or greater loads. The request for assistance with extremely heavy object(s) is required for personal and material safety.

Repetitive motor movements include:

- lifting/carrying/pushing/pulling
- stooping/bending over
- crawling in tight quarters
- reaching (ground and overhead)
- climbing/balancing (ladders)
- walking/standing
- work with hand and power equipment used in building, facilities maintenance and cleaning
- drive standard transmission vehicle

ENVIRONMENTAL DEMANDS: Contact with potentially hazardous cleaning solvents and abrasive materials or compounds.

Working conditions consist of both indoor (heated and air-conditioned/cooled, and uncontrolled areas ... hot, cold) and outdoor environments. Outside activity may take place in possibly adverse conditions.

SCHEDULES: Daily schedules will vary...this includes daily work schedules as well as work locations and tasks to be performed. Work hours may begin as early as 5:00 a.m. or earlier, due to the cleaning requirements of County facilities. All work schedules must be approved by the Lead Service Maintenance, Facilities Maintenance Department Head, and/or a designated member of Commissioners Court, keeping in mind the adherence to the chain-of-command requirements.

Normal work schedule is Monday through Friday, eight (8) hours per day, 40 hours per week. Unscheduled hours, holidays, and/or weekends may be required in the case of excessive workloads, unforeseen personnel shortfalls, or emergency situations. Regular work attendance is essential. Employee must arrive at work on time, prepared to perform assigned duties, and work assigned schedule. Requested accommodations to work hours and schedules are considered on an individual basis. Time off requests must be submitted to supervisor for approval. Any absences must be reported to supervisor as soon as possible. Employee is required to record his/her work hours properly and to submit time records promptly to the supervisor.

SECURITY RERQUIREMENTS:

May be required to obtain and maintain a Texas Department of Public Safety (DPS) CJIS security clearance. Application for CJIS security access may be handled through the Sheriff's Office.

For more information on CJIS requirements visit the Texas DPS CJIS System Access policy and chart within the documents section: <https://www.txdps.state.tx.us/SecurityReview/documents.htm>

MINIMUM REQUIREMENTS/QUALIFICATIONS:

EDUCATION: Sufficient education to be able to communicate in English, both orally and in writing.

AGE: Must be at least 18 years of age.

TESTING: Must pass criminal background check. Must be able to pass a physical examination ... based upon bona fide occupational fit for duties criteria.

EXPERIENCE: At least one year's work experience in facility custodial work preferred but not required; or any equivalent combination of experience and training that provides the required knowledge, skills, and abilities to perform the essential duties/functions of this position.

LICENSE: Must possess ... or be able to obtain within six weeks of employment ... and maintain current valid Texas Driver License.

CELL PHONE: Must possess ... or be able to obtain within four weeks of employment ... and maintain a cell phone to conduct Gillespie County business. A specified allowance will be provided by the County.

SELECTION CRITERIA:

KNOWLEDGE, SKILLS, AND ABILITIES:

- (1) Ability to perform essential duties and functions of the position in the working conditions and schedules as described. Possess or be able to learn the overall functions of the general custodial/janitorial requirements of Gillespie County.
- (2) Skill in the use of all custodial-related equipment and products.
- (3) Ability to communicate courteously and effectively with co-workers and the general public.
- (4) Ability to make minor repairs to restroom facilities and other county buildings.
- (5) Ability to perform assigned duties without continual supervision and to make sound, independent judgments as necessary.
- (6) Ability to manage multiple changing priorities in a fast-paced environment.
- (8) Knowledge of accepted high standards in the cleanliness of buildings and custodial expectations of Gillespie County within all of the county facilities.
- (9) Ability to perform strenuous manual labor associated with the county custodial program and be able to move moderately heavy objects (up to 50 pounds). Assistance in moving extremely heavy object(s) is required for personal and material safety.
- (10) Ability to conduct all job responsibilities in accordance with the Gillespie County safety program and work rules, to include the proper use of cleaning agents and the proper use of personal safety equipment as may be deemed necessary either by the County or the manufacturer of the product.
- (12) Ability to accept work assignments from supervisor in a professional manner and to establish and maintain an effective working relationship with both internal and external customers.
- (13) Ability to be a team player and effectively work well with others.
- (14) Skill to effectively deal with the public in a professional and positive manner consistent with the requirements of being a public servant.
- (15) Ability to function under pressure with a demand for quality of work, quantity of work, and the completion of frequent deadlines within accepted time limits.
- (16) Ability to respond to emergency situations as may be required by job duties or unforeseen circumstances.

ADDITIONAL REQUIREMENTS:

Regular work attendance is essential and required.

Gillespie County requires consent for criminal background check from all applicants.

Resumes are accepted, but will not serve in lieu of an official completed Gillespie County Application for Employment.

DISCLAIMER

The preceding statements are intended to describe the general nature and level of work being performed by people assigned to this classification/job description. They are not intended to be construed as an exhaustive list of all responsibilities, duties, skills, and certifications required of personnel so classified.

All benefits of employment with the County are subject to review and change at any time. The County makes no guarantee as to future benefits of employment. All benefits, programs, rules and policies of the County are subject to exceptions or change at any time, as decided by the County. The County will have the right to change your location for work, your wage and benefit programs, its personnel policies, and any other privilege or condition of employment at any time for any reason, with or without prior notice.