

Employment Opportunity
Llano County Building & Maintenance-Custodian
Hourly Rate \$12.98

The Llano County Building & Maintenance department is accepting applications for a custodian. This is a full-time position under the supervision of the building & maintenance supervisor. This position requires the performance of routine general care and cleaning of county buildings in various locations.

Job Location: various locations
Job open until filled

Benefits include: vacation, sick and holiday pay, retirement, health and dental insurance

For a complete job description and application, please go to www.co.llano.tx.us. Return completed application to the Llano County Human Resource department at 1447 E. St. Hwy 71, Unit C, Llano, Texas 78643 or by email to lisa.otto@co.llano.tx.us.

For questions, please call the Llano County Human Resource department at 325-247-3009.

Llano County is an Equal Opportunity Employer.

Llano County Job Description

Job Title: Custodian

Base: L1

FLSA: Non-Exempt

Department: Building & Maintenance

EEO: 08 Service Maintenance

Reports To: BM Supervisor

Summary:

This position requires general care and cleaning of County buildings and custodial tasks of average difficulty to which assigned. The full range of custodial tasks will be performed.

Essential Duties and Responsibilities:

- Empties waste receptacles and properly disposes of trash
- Operates commercial vacuums to clean rugs and floors; empties dust receptacles in vacuums and follows manufacturer's instructions on care and maintenance of vacuums
- Dusts furniture, blinds, vents, baseboards, doors, floors and appliances
- Cleans and sanitizes restrooms, including sinks, commodes, mirrors, floors and walls
- Replenishes paper products and other bathroom supplies
- Sweep and mop floors
- If applicable, operates carpet cleaners; removes old wax from floors; applies wax and buffs floors
- Perform other duties as assigned
- Reporting any problems encountered to the Supervisor

Knowledge, Skills and Requirements:

- Must have a valid Texas Drivers' license
- High School Diploma or GED
- Ability to relate to others
- Ability to manage your time efficiently
- Ability to lift at least (25) twenty-five pounds
- Able to work safely with a variety of cleaning supplies
- Ability to understand and follow safety procedures
- Ability to understand written and verbal communications

Working Conditions and Physical Demands:

- Considerable physical activity
- Requires heavy physical work; lifting, pushing, bending, stooping and stretching
- Exposure to loud noises
- Standing for long periods of time
- Exposure to cleaning chemicals which require following basic safety instructions

This job description does not constitute an employment agreement between Llano County and employee, does not necessarily include duties which may be required for this position and may be revised as needed.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

Employee Acknowledgement

This confirms that I, _____, have received a copy of my job description with Llano County for the position of _____ and that I recognize the job duties may be changed, amended, or supplemented at any time, and that such changes will supersede this job description.

Employee's Signature

Date