



JOB DESCRIPTION

GROUNDKEEPER / CUSTODIAN

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|--------------------|-------------------------------------|----------------------|----------------------|
| Department | Maintenance | FLSA Status | Non Exempt |
| Reports To | County Facility Maintenance Manager | EEO Classification | Laborers and Helpers |
| Salary Range | Hourly Wage | Max Salary | Date Approved |
| | \$19.23 | \$40,000 | |
| Employee Signature | | Supervisor Signature | |

Position Summary

Performs a wide variety of routine maintenance and cleaning duties in the operation of county facilities in a manner that will ensure a safe, enjoyable and high quality customer and visitor experience.

Working Conditions

Lifts and carries up to 50 pounds and pulls, pushes or drags up to 100 pounds with or without assistance. Climbs, crawls, kneels, squats, twists and stoops for extended periods of time. Works both indoors and outdoors in extreme temperatures including heat, cold, humidity, temperature swings and inclement weather, some exposure to dust, odor, electrical, mechanical and toxic hazards. Operates hand tools, light equipment, light trucks, power tools. May be required to work after hours, weekends and holidays.

ESSENTIAL FUNCTIONS

Job Function

Performs a variety of landscape maintenance activities, which include: mowing, trimming, edging, raking, fertilizing, aerating and watering lawns, grounds and other areas.

Removes trash and debris from medians, parks, greenbelts, creeks, drainage areas, ponds, right-of-ways and other open spaces on assigned county properties.

Operates a variety of hand and power tools and equipment and drives a variety of trucks and other vehicles.

Responds and assists during emergency situations (e.g. tornados, floods, icing, snow, chemical spills, etc.) on County facilities properties only.

Monitors building security and safety by performing such tasks as locking doors after operating hours and checking electrical appliance use ensuring hazards are not created.

Gathers and empties trash while ensuring all receptacles are kept clean and in good working order.

Notifies managers concerning the need for major repairs or additions to building operating systems.

Requisitions supplies or equipment needed for cleaning and maintenance duties.

Cleans windows, glass partitions or mirrors, using soapy water or other cleaners, sponges or squeegees.

Monitors ventilation system ensuring filters are cleaned on a regular basis or exchanged on a specified schedule.

Performs other duties, special projects and assignments as assigned.

QUALIFICATIONS

| Education | Experience | License & Certification | Testing | Other |
|--|--|--|---|---|
| <ul style="list-style-type: none"> High School diploma or equivalent preferred. | <ul style="list-style-type: none"> 1 – 3 years' experience in general maintenance or landscaping. | <ul style="list-style-type: none"> Texas Driver License | <ul style="list-style-type: none"> Criminal background check Drug Test MVR | <ul style="list-style-type: none"> N/A |

Special Notes

- Very important to this position are: active listening, truck strength, speaking, service orientation, time management, social perceptiveness, monitoring and active learning.
- Important to this position are: oral comprehension, oral expression and speech recognition.