MONTGOMERY COUNTY JOB POSTING NOTICE

MONTGOMERY COUNTY RESERVES THE RIGHT TO CLOSE THIS POSTING WITHOUT NOTICE.

DEPARTMENT: Custodial Services

JOB TITLE: Custodian II

LOCATION: Conroe

SHIFT HOURS: Monday – Friday (4:00pm – 12:00am) Overtime required

SUBMIT APPLICATIONS: Montgomery County Human Resources Department

PHONE: (936) 539 – 7886

E-MAIL: jobs@mctx.org

OFFICE HOURS: Monday – Friday 8:00am – 5:00 pm (Friday: Closed from 12:00pm – 1:00pm)

HOURLY SALARY: $19.04

CIVIL SERVICE: Yes

SALARY: $19.59 after 90 probationary period

JOB GRADE: 5

High School Diploma or GED Certificate

MUST HAVE VALID TEXAS DRIVERS LICENSE

Must possess a high level of proficiency in stripping, scrubbing and waxing tile floors

Must possess a high level of proficiency in carpet extraction

Must be able to clean exterior windows using lift or ladders

Must be able to work overtime

One year of Custodial experience or one year of continuous work history preferred

Must be able to assume the duties of Supervisor, Custodian, Floor Custodian and Part-time Custodian in their absence

Must be able to pressure wash exterior landing, sidewalks and buildings

Must pass back ground investigation

Primary Job Duties

At all times you will be expected to be a positive example to all co-workers with your adherence to our Department Mission statement as well as all Department and County policy and Procedures You must be dependable, loyal, accountable, and able to maintain confidentiality. You will be expected to promote and maintain clear and effective communication with the Director, as well as all co-workers, ensuring all issues or problems are addressed and resolved. You must ensure that all your assigned duties are handled promptly, efficient and completely. You must conduct yourself in a positive and professional manner at all times, with courtesy and pride In appearance and performance. You must ensure that all equipment is operated properly to promote safety and to protect all County property.

- Secure and unlock County Facilities
- Inspects the daily floor care procedures for quality of performance by floor custodian and custodian. Report findings to the Director or Assistant Director
- Performs daily floor care procedures on all types of floor surfaces at various County Facilities
- Completes daily reports and other paperwork (timesheets, work orders, activity reports, detail sheets, etc.)
- Check all buildings to ensure they are properly secured, arms and disarms security systems at various buildings
- Travel to all facilities within the County to perform custodial duties, equipment maintenance and/or deliver supplies
- Must be able to work with limited supervision
- Must carry County Phone is on call. Must respond and take appropriate action
- Must report immediately, all problems or deficiencies detected within the facilities maintained by the department
- Must be able to perform minor repairs on custodial equipment, vacuums and vehicles
- Must be able to perform minor building maintenance (unclog toilets, change light bulbs, etc.)
- Performed daily maintenance on burnishers, buffers, blowers, carpet extractors and vehicles
- Supervises Community Service Restitution Workers, ensuring that:
  - They are performing all duties assigned to them
  - They do not enter into unauthorized areas
  - Follows all policies and procedures concerning supervised workers
- Must have the ability to interact with Department Heads, Elected Officials, other county employees, private contractors and vendors
- Performs any other related duties as assigned by the Director or Assistant Director
- Overtime required – On Call Rotation on Monthly Basis

After receiving a conditional offer of employment, applicant must pass a drug screen (1/2 cost = $20.00, responsibility of applicant) and may need a physical agility test (1/2 cost = $22.50, responsibility of applicant) before becoming an employee of Montgomery County.

Position No: 509-3312-2

Date Posted: 01-11-2024

Requisition No. 3364

Equal Employment Opportunity Employer