# Montgomery County Job Posting Notice

Montgomery County reserves the right to close this posting without notice.

<table>
<thead>
<tr>
<th>DEPARTMENT:</th>
<th>Custodial Services</th>
<th>JOB GRADE:</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOB TITLE:</td>
<td>Custodian I</td>
<td>HOURLY SALARY:</td>
<td>$15.38/hr ($16.43/hr after 90 day probationary period)</td>
</tr>
<tr>
<td>LOCATION:</td>
<td>Conroe</td>
<td>CIVIL SERVICE:</td>
<td>Yes</td>
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<tr>
<td>SHIFT HOURS:</td>
<td>Monday – Friday (4:00pm – 12:00am) Overtime required</td>
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</tbody>
</table>

**Submit Applications:** Montgomery County Human Resources Department  
**Address:** 501 N. Thompson, Ste. 400 Conroe, TX 77301  
**Phone:** (936) 539 – 7886  
**Fax:** (936) 788-8396  
**E-mail:** jobs@mctx.org  
**Website:** www.mctx.org  
**Office Hours:** Monday – Friday 8:00 am – 5:00 pm (Friday: Closed from 12:00 pm – 1:00 pm)

**Education, Experience and Skill Requirements**
- High School Diploma or GED Certificate
- MUST HAVE VALID TEXAS DRIVERS LICENSE
- Physically able to lift/carry up to 50lbs
- One year of Custodial experience or one year of continuous work history preferred
- Must pass background investigation

**Primary Job Duties**
- Vacuums carpets
- Sweeps floors and stairs
- Dust mops floors
- Wet mops floors
- Performs daily floor care procedures to tile, terrazzo and carpet flooring
- Cleans restrooms
- Cleans glass doors and windows
- Collects trash and disposes according to policies
- Cleans ashtrays
- Washes walls
- Cleans ceilings
- Clean light fixtures
- Polish handrails on the stairways
- Remove cobwebs from walls and ceilings
- Being the designated driver of County vehicle Monday-Friday
- Locks and unlocks county buildings and offices, as needed
- Cleans hazardous body fluids according to department policy
- Checks buildings and office areas for security
- Community Service Workers
- Makes sure they are performing duties as assigned to them
- Makes sure they do not enter into unauthorized areas
- Follows all policy and procedures regarding their assigned duties
- Strip, wax and burnish floors
- Shampoos carpets
- Notifies supervisor of supplies needed
- Cleans outside of building and parking area
- Fill out daily paperwork regarding supply list, timesheets, work orders and detail sheets
- Disarm and arm security alarms at various buildings
- Performs any and all other duties assigned

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.

<table>
<thead>
<tr>
<th>Position No:</th>
<th>509-3303-2</th>
<th>Requisition No.:</th>
<th>3256</th>
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<tbody>
<tr>
<td>Date Posted:</td>
<td>05-25-2023</td>
<td>Equal Employment Opportunity Employer</td>
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