

KARNES COUNTY OPEN POSITION

Position: Custodian (Full-Time)

Reports To: County Facility Maintenance Manager

This position performs a wide variety of routine cleaning and custodial duties in the operation of county facilities. Essential functions of the job include:

- Gathering and emptying trash; ensuring receptacles are clean and in good working order.
- Dusting/wiping counters, shelves and open spaces; desks with permission from employee.
- Cleans building floors by sweeping, mopping, scrubbing or vacuuming.
- Prepares cleaning solutions according to specifications.
- Services, cleans and supplies restrooms.
- Follows procedures for use of chemical cleaners and power equipment to prevent damage to floors and fixtures.
- Notifies supervisor and managers of the need for repairs or additions to building operating systems.
- Requisitions for supplies or equipment needed for cleaning and maintenance duties.
- Cleans windows, glass partitions or mirrors, using cleaners, sponges or squeegees.
- Monitors building security and safety by making sure appropriate doors are locked, especially after operating hours; notifying appropriate individuals if necessary; checking electrical appliance use ensuring hazards are not created.
- Performs other duties, special projects and assignments as needed.

Requirements:

- High School Diploma or equivalent
- Valid Texas Driver's License/MVR report
- Background Check
- Drug Test

Applications may be picked up at County Judge's office (210 W. Calvert, Ste. 160, Karnes City) or downloaded from the county website. Any questions on this position please contact Rene Montalvo at 830 623 1476 (c) or 830 780 3732.

Please Return application in person at 115 N. Market ST. KARNES CITY 78118 or by email to

rene.montalvo@co.karnes.tx.us