

PART-TIME CUSTODIAN

The City of Port Arthur seeks an individual to fill a Part-time Custodian vacancy at the Port Arthur City Hall building. The successful candidate will be required to perform a variety of routine building maintenance, and repair, as well as complete tasks as assigned with regard to plumbing, electrical, moving and setting up furniture and complex facility maintenance.

Education equivalent to a high school diploma; one year of general custodial experience is highly desirable. The part-time salary range for this position is \$16,305/yr. - \$20,247/yr. (DOE&Q) with a fringe benefit package.

For earliest consideration and first review, interested applicants should submit an online application by 5:00 p.m. on November 14, 2016 using the following link:
[https://cityhall.portarthur.net.444/Forms/HREmploymentApplication:](https://cityhall.portarthur.net.444/Forms/HREmploymentApplication)

CITY OF PORT ARTHUR
Attn: Human Resources Department
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Port Arthur, Texas 77641-1089
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(EEO/AA/V/F/RC/H)

CITY OF PORT ARTHUR

JOB TITLE: Custodian **EXEMPT:**
REPORTS TO: Immediate Supervisor **NON-EXEMPT:** Yes
DEPARTMENT: **DIVISION:**
SALARY RANGE: 14

DEFINITION

To perform the full range of custodial duties related to the care, maintenance and cleaning of assigned buildings and facilities.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from upper level staff.

EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES- Essential and other important duties and responsibilities may include, but are not limited to, the following:

Essential Duties and Responsibilities

Sweep, vacuum, mop, wax, strip and polish floors.

Dust and polish furniture, woodwork, fixtures and equipment; wash windows and walls.

Clean desks and countertops; empty and clean waste receptacles.

Clean, sterilize and maintain supplies in restrooms and changing rooms.

Move and arrange furniture and equipment and set up rooms for special meetings or events.

Replace lights and adjust shades and blinds.

Regulate ventilation and temperature; clean air vents as required.

Pick up papers and other debris.

Maintain custodial supplies and equipment; fill requisitions for office supplies as required; stock inventory of maintenance materials and supplies and general city inventory items.

Other Important Responsibilities and Duties:

May participate in a variety of activities involving travel between various city facilities and other related external business and government agencies, which may include picking up and delivering materials and supplies.

May clean gym, pool and related facilities; check pool pH, chlorine reading and backwash.

May plant, trim and cut herbage including grass, bushes and tree limbs; maintain grounds.

Lock and unlock doors; open and close city buildings.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Methods, materials and equipment used in custodial work.

Safe work practices.

Ability to:

Clean and care for assigned areas and equipment.

Use a variety of custodial equipment and materials.

Understand and follow oral and written directions.

Maintain effective audio-visual discrimination and perception needed for:

- Making observations
- Reading and writing
- Operating assigned equipment
- Communicating with others

Maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may include the following:

- Walking, stooping, kneeling, standing or sitting for extended periods of time
- Lifting and moving moderately heavy equipment
- Crawling and climbing to perform assigned duties
- Performing manual labor
- Operating assigned equipment

Effectively deal with personal danger, which may include exposure to:

- Hazardous cleansing chemicals and materials
- Ammonia and bleach fumes
- Various weather conditions
- Confined or high work places

Establish and maintain cooperative relationships with those contacted in the course of work.

Work independently in the absence of supervision.

Experience and Training Guidelines – Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Six months of experience performing custodial work is desirable.

Training:

Completion of formal or informal education, which provides the ability to read and write at a level required by the job.