



Delta County, Texas Employment Opportunity

Job Posting Notice

Posting Date: March 14, 2023

Closing Date: Until Filled

Interested persons shall submit or deliver their application to the following address:

County Judges Office, Delta County Courthouse, 200 West Dallas Avenue, Cooper, Texas, 75432

POSITION: Part-Time Custodian/Maintenance Technician

COMPENSATION: \$14.00 per hour

BENEFITS: TCDRS Retirement

EMPLOYMENT STATUS: Non-Exempt

SUPERVISOR: County Judge

WORK HOURS: 20 hours per week | Tuesday through Thursday, 1 PM – 6PM, or as otherwise assigned

DETAILS:

The part-time custodian/maintenance technician is responsible for performing a wide variety of maintenance and custodial activities in order to maintain and improve proper functions, cleanliness, safety and appearance of county building, facilities and grounds. These activities includes, but is not limited to, the cleaning and caring for County buildings and premises, maintaining custodial equipment, requesting supplies, and participating in performing minor building and equipment repairs and installations;

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist and support other departments as assigned.
- Performs custodial functions such as sweeping, mopping, dusting, spray waxing, and floor stripping of all areas of the County Courthouse and at any other County facilities as assigned or directed
- Performs rest room maintenance and cleaning, replenishing supplies and applying cleaning chemicals as appropriate
- Performs carpet maintenance and cleaning
- Cleans office furniture, walls, windows, and floors; and empties trash Inspects buildings for cleanliness, completed work, and needed repairs
- Coordinates operating adjustments and minor building repairs
- Maintains inventory records of building property and equipment; and requisitions, receives, and maintains records of custodial equipment, materials, and supplies
- Maintain accurate records of maintenance performed.
- Follow safety and good housekeeping practices.
- Replace light bulbs.
- Respond to emergency and non-emergency repairs and cleanups as needed.
- Maintain and control inventory of tools, equipment, and supplies.
- Maintain tools, supplies, and equipment in clean and operational condition.

- Coordinate with the appropriate staff to purchase supplies necessary to complete required tasks.
- Perform basic facilities/grounds maintenance tasks or assignments and assist other personnel as may be assigned or required.
- Assist in locking/unlocking facilities.
- Assist other departments / county staff whenever manual labor is required such as moving of supplies, furniture, fixtures, etc.
- Assist in placement and removal of decorative items from buildings, facilities, and grounds.
- Perform other duties / functions as may be assigned or required.
- Function with a minimal amount of supervision, meet frequent deadlines and be detail oriented.
- May perform scheduled routine and/or preventative maintenance or repair tasks.

REQUIRED SKILLS AND ABILITIES:

- Determine the cause and need for maintenance and/or repairs and effectively carryout required tasks.
- Problem solve
- Communicate effectively both verbal and written with other County employees and the public.
- Perform work independently with minimal amount of supervision.
- Effectively deal with the public and co-workers in a professional and positive manner consistent with the requirements of being a public servant.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.
- Ability to adapt to changes in the work environment, manage competing demands and deal with changes, delays or unexpected events.
- Knowledge of cleaning techniques and procedures and of inventory control principles and methods
- Skill in the use of custodial materials and chemicals; in the operation of custodial equipment and in the use of building maintenance tools and equipment

EDUCATION AND EXPERIENCE:

- High school diploma or equivalent (GED)
- One (1) year of prior related work experience preferred.
- Must have a current valid Texas driver's license
- Must be able to be insured by the County's insurance carrier

ESSENTIAL PHYSICAL DEMANDS:

- While performing the duties of this job, the employee is regularly required to bend, sit, move about, hear and speak. Ability to spend most of the work day standing, lifting, and walking. Ability to work using ladders. It may be expected that the individual could be exposed to blood or other potentially infectious materials or illnesses during the course of their duties. The employee must occasionally lift and/or move over twenty-five (25) pounds.