



# MONTGOMERY COUNTY JOB POSTING NOTICE

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

<b>DEPARTMENT:</b>	Custodial Services	<b>JOB GRADE:</b>	5
<b>JOB TITLE:</b>	Custodian II	<b>BI-WEEKLY SALARY:</b>	\$1045.66-\$1258.92
<b>LOCATION:</b>	Conroe	<b>CIVIL SERVICE:</b>	Yes
<b>SHIFT HOURS:</b>	Monday – Friday (4:00pm – 12:00am) Overtime required		
<b>SUBMIT APPLICATIONS:</b>	Montgomery County Human Resources Department	<b>ADDRESS:</b>	501 N. Thompson, Ste. 400 Conroe, TX 77301
<b>PHONE:</b>	(936) 539 – 7886	<b>FAX:</b>	(936) 788-8396
<b>E-MAIL:</b>	<a href="mailto:jobs@mctx.org">jobs@mctx.org</a>	<b>WEBSITE:</b>	<a href="http://www.mctx.org">www.mctx.org</a>
<b>OFFICE HOURS:</b>	Monday – Friday 8:00am – 5:00 pm (Friday: Closed from 12:00pm – 1:00pm)		

## Education, Experience and Skill Requirements

- 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
- One year of Custodial experience or one year of continuous work history preferred
- Must be able to assume the duties of 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 report findings to the Director or Operations Manager
- 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 be on call and 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.)
- Performs 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 Supervisor

**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	Requisition No.	2703
Date Posted:	12-18-2018	Equal Employment Opportunity Employer	