# JOB OVERVIEW

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Custodian</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Public Works</td>
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<tr>
<td>Location</td>
<td>Public Works</td>
</tr>
<tr>
<td>Reports To</td>
<td>Public Works Operations Manager</td>
</tr>
<tr>
<td>FLSA Category</td>
<td>Non-Exempt</td>
</tr>
<tr>
<td>EEOC Category</td>
<td>Service and Maintenance</td>
</tr>
<tr>
<td>Pay Group</td>
<td>15</td>
</tr>
<tr>
<td>Pay Range</td>
<td>$32,032 - $46,446</td>
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## GENERAL JOB DESCRIPTION

Under general supervision, ensures that city offices and related facilities are well maintained and presented to the public and employees in a professional manner.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

Ensure spaces are prepared for the next day by taking out trash, tidying furniture and dusting surfaces.

Sweep and mop floors and vacuum carpets.

Wash and sanitize toilets, sinks and showers and restock disposables (e.g., soap).

Clean all mirrors and windows.

Maintain outer premises by watering plants, mowing lawn, cleaning entrances.

Utilize insecticides to prevent infestation by dangerous pests.

Perform maintenance and minor repairs (replacing broken switches, fixing door handles, minor leaks, changing light bulbs, changing air filters, etc.)

Report major damages and oversee repairs.

Secure facilities after operating hours by locking doors, closing windows.

 Undertake occasional custodial and janitorial tasks (lifting heavy items, moving chairs, etc.)
Performs all other duties as assigned.

**EDUCATION & EXPERIENCE**

High School Diploma or GED

**LICENSES & CERTIFICATES**

Possession of a valid driver’s license.

*This position requires the individual to undergo Security Awareness Training and be fingerprinted to allow them to enter the Public Safety Building Dispatch Center.*

**KNOWLEDGE, SKILLS & ABILITIES**

Proven experience as custodian, janitor or in a similar role.

Knowledge of use and maintenance of industrial cleaning equipment and appliances.

Knowledge of safe disposal of chemical liquids and other hazardous components.

Familiarity with basic landscaping and handyman practices.

Attention to detail and conscientiousness.

The City of Hutchins, Texas is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Hutchins, Texas will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with Human Resources.