



Texas Facilities Commission

Employment Opportunities

JOB Vacancy Notice: FY 24-78		
Business Title: Custodian Specialist	State Classification: Custodian III	
Salary Group: A10	Salary: \$3,050.00 (month) \$36,600.00 (year)	Hours/Week: 5:00pm – 2:00am, M-F
Location: Dr. Bob Glaze Lab (DBGL), 1100 West 49th Street, Austin TX 78756		
Posting Date: 03-21-2024	FLSA Status: Non-Exempt	Hours: 40
Closing Date: Open until filled	Shift Differential: 10%	Openings: 2
Division: Chief Operations	Program: Property Services	

Note: To apply for a state agency job with TFC, you must complete the electronic State of Texas Uniform Application for Employment through www.WorkInTexas.com.

JOB SUMMARY:

Performs moderately complex (journey-level) custodial work and is responsible for the proper cleanliness and sanitation of the assigned work area. Work involves cleaning and caring for state buildings, schools, and premises. Receives instruction both in-person and by text, phone, and/or e-mail. Work is inspected by the custodial supervisor for conformance with established standards. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS:

- Perform general custodial functions such as sweeping, mopping, vacuuming; trash and recycle removal and can liner replacement; clean appliances, dust and disinfect surfaces and walls; clean, disinfect, and polish furniture and handrails, interior and exterior window cleaning, chalk and marker boards and trays, clean stairwells and elevators, restroom cleaning, replenish supplies, and other related custodial duties.
- Maintain the cleanliness and safety of outside areas, such as, walkways, porches, overhangs, up to twenty-five (25) feet from the building.
- Operate, maintain, and properly care for custodial equipment such as, but not limited to, vacuum cleaners, auto-scrubbers, side-by-side and orbital floor buffers, floor burnishers, wet-vacs, floor dryers, dehumidifiers, pressure washers, restroom cleaners, carpet extractors, and other custodial related equipment.
- Perform advanced floor care maintenance such as buffing, burnishing, and refinishing floors.
- Perform carpet maintenance such as stain removal, shampooing and bonneting, and/or extracting carpets.
- Maintain an inventory of cleaning supplies for assigned areas and request additional supplies as needed.
- Move and arrange furniture for special events, projects, and activities.
- Setup, tear-down, and provide support for special events and activities.
- Report maintenance issues to designated personnel.
- Remove soiled linens and replace with clean linens. May aid with laundry room operations.
- May provide guidance to others at the discretion of the lead custodian or supervisor.
- Perform other related duties as assigned.

ADDITIONAL DUTIES:

- May move and arrange furniture for special events, projects, and activities.
- May set-up, tear-down, and provide support for special events and activities.
- May provide support for laundry room operations.
- May provide guidance to others at the discretion of the supervisor.

MINIMUM QUALIFICATIONS:

- Six months or more experience in a custodial or hospitality-related field within a school, office, laboratory, hospital, or similar facility.



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- Experience using commercial and/or industrial custodial equipment.
- Experience measuring, mixing, and using commercial and/or industrial cleaning chemicals.
- Experience moving standard office furniture, tables, chairs, and other related items.

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of custodial cleaning techniques and procedures.
- Knowledge of inventory control principles and methods.
- Skilled in the use of custodial cleaning chemicals and materials.
- Skilled in the operation of various custodial equipment.
- Ability to follow safety policies and procedures and identify and report safety concerns.
- Ability to understand and follow written and oral instructions.
- Basic use of cellular telephone and/or computer system to submit electronic time sheets, e-mail communications, text messages, and work order tracking.
- Ability to follow the ICARE values. (**I**ntegrity-**C**ompassion-**A**ccountability-**R**espect-**E**xcellence)

PHYSICAL REQUIREMENTS AND/OR WORKING CONDITIONS:

- Works primarily indoors in offices, dormitories, cafeterias, laboratories, and other state-owned facilities and occasionally outdoors in all weather conditions.
- Lift, move, carry, push, and pull up to forty pounds (40) without assistance.
- Stoop, bend, lift, and stand for prolonged periods of time.
- Climbing stairs, step stools, and ladders up to six (6) feet.
- Use of proper PPE when needed.
- Use of custodial and/or laundry cleaning chemicals.
- May work around hazardous chemicals, chemical fumes, and biohazards.

SPECIAL CONSIDERATIONS:

Certain work locations may require special considerations based on the nature of the customer or the work environment.

- Texas School for the Blind and Visually Impaired: Applicant must be able to work around individuals with vision impairments and be sensitive to their needs.
- Texas School for the Deaf: Applicant must be able to work around individuals who are deaf or hard of hearing and be sensitive to their needs.
- Texas Department of State Health Services Medical Labs: Applicant must be able to work safely in an environment conducts medical testing and handles communicable diseases.

WORK SCHEDULE:

- Work hours are generally 40 hours per week on weekdays from 5:00 PM – 2:00 AM. Additional work hours, including weekends and holidays, may be needed to meet agency demands, and any hours worked over 40 per week will be eligible for overtime pay.

Veterans: Use your military skills to qualify for this position and others at TFC. Go to www.texasskillstowork.com to translate your military experience, training, and formal education into civilian job terms, qualifications, and skill sets.

Veterans, Reservist or Guardsmen with an MOS or additional duties that fall in the fields of BM Boatswain's Mate, SN Seaman, 8000 General Service Marine, or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply. Please call Human Resources at (512) 463-1717 with questions or for additional information.

Additional Military Crosswalk information can be accessed at http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_Custodial.pdf

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

**Texas Facilities Commission
Central Services Building,
1711 San Jacinto, Austin, Texas 78711
Office 512-463-3433**



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Incomplete applications will not be considered.

Conditions of Employment:

Initial screening is based on the Education and Experience minimum qualifications defined in the job posting. Interviewee selection is based on applicant information explaining how they meet each Competency (Knowledge, Skills and Abilities) requirement. Follow application instructions and fill out application form completely for further consideration.

If selected for interview, all veterans must provide a DD214 long form. Official transcripts or other minimum requirement validations will be requested at the time of interview.

As part of its employment process, TFC may procure or have prepared a criminal background check. An applicant with an unsatisfactory criminal background check report is ineligible to be hired for the position for which the report is initiated.

Driver's record check will be conducted by the agency. Satisfactory driving records are required for driving state or personal vehicles and motor driven equipment to conduct agency business. CDL "Drivers" must consent to TFC's Drug and Alcohol Testing Policy against the illegal use of alcohol and drugs.

If hired, employee must provide document(s) within three (3) days of hire date that establish identity and employment eligibility. A complete list of acceptable documents is on file with the local Texas Workforce Commission office. We are unable to sponsor or take over sponsorship of an employment Visa.

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Note: Any male between the ages of 18 and 25 must show proof of registration with the Selective Service System before he can be selected for employment with the Texas Facilities Commission.

WIT Job Number: 16511638

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