



Texas Facilities Commission Employment Opportunities

| JOB Vacancy Notice: FY 22-54 | | |
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| Business Title: Building Custodian | State Classification: Custodian III | |
| Salary Group: A06 | Salary: \$2,635.00 (month) | Hours/Week: 7:00am – 3:30pm, M-F |
| Location: Texas School for the Blind and Visually Impaired, 1100 West 45 th Street, Austin TX 78756 | | |
| Posting Date: 01/19/2022 | FLSA Status: Non-Exempt | Hours: 40 |
| Closing Date: Open until filled | Shift Differential: | Openings: 1 |
| Division: Chief Operations | Program: FMO - 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 in both written and oral form. Work is inspected frequently by supervisors for conformance with established standards. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS:

- Performs custodial functions such as sweeping, mopping, and dusting.
- Performs restroom maintenance, replenishing supplies and applying cleaning chemicals as appropriate.
- May perform floor waxing, stripping, buffing and carpet maintenance.
- Operation of powered floor equipment.
- Cleans office furniture, walls, windows, floors, and empties trash.
- Sweeps and mops stairwells and cleans elevators.
- Moving of office furniture and other items as needed.
- Removes soiled linens and make beds.
- Cleans appliances.
- Removes trash and recycling, including replacing trash liners.
- Cleans chalk and marker boards.
- May assist with event preparation and set up.
- Performs related work as assigned.

MINIMUM QUALIFICATIONS:

- One (2) years of experience in custodial work in a school, office or similar facility.
- Graduation from a standard senior high school or completion of GED preferred.
- Education and experience may be substituted for one another on a year-for-year basis.
- Knowledgeable and skilled at operating floor maintenance equipment including buffers, strippers, vacuums, and extractors preferred.

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of cleaning techniques and procedures.
- Knowledge of inventory control principles and methods.
- Skill in the use of custodial materials and chemicals.
- Skill in the operation of custodial equipment.
- Skill in the use of building maintenance tools and equipment.
- Ability to follow safety policies and procedures.



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PHYSICAL REQUIREMENTS AND/OR WORKING CONDITIONS:

This position requires the ability to stoop, bend, lift and stand for prolonged periods of time. Must be able to move 40lbs.

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

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.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

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: 15053909

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER
Texas Facilities Commission
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