

COUNTY OF GILLESPIE, TEXAS  
JOB DESCRIPTION



Custodian For  
Courthouse Custodial Department

**Position/Title:** Custodian  
**Department:** Custodial  
**Starting Pay:** \$18/hourly  
**FLSA Category:** Non-exempt Position

**GENERAL DESCRIPTION:**

A custodian for Gillespie County facilities is responsible for maintaining the cleanliness, safety, and general upkeep of government buildings and offices. Duties encompass routine cleaning, operating equipment, and reporting maintenance issues.

**ESSENTIAL JOB DUTIES:**

Gillespie County custodian's core responsibilities include:

- **Cleaning and sanitizing:** Sweeping, mopping, waxing, stripping, and polishing floors; vacuuming and shampooing carpets; and cleaning and disinfecting restrooms, fixtures, furniture, and other surfaces.
- **Waste management:** Gathering and emptying trash and recycling receptacles and properly disposing of waste.
- **Building maintenance:** Performing routine and heavy cleaning activities, replacing light bulbs, and making minor repairs as needed.
- **Inventory management:** Monitoring and ordering cleaning supplies to ensure necessary materials are in stock.
- **Operational support:** Setting up and arranging meeting and conference rooms for events.
- **Safety and security:** Following established safety procedures, using cleaning chemicals and machinery properly, and locking doors to secure buildings. Report on building conditions or situations that require attention from facilities technicians.
- **Equipment and tools:** A custodian is expected to operate and maintain various types of cleaning equipment, including:
  - Industrial vacuum cleaners
  - Floor buffers and waxers
  - Carpet cleaners and shampoo machines
  - Basic cleaning tools such as mops and brooms

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Candidates for a Gillespie County Custodian position typically need to meet the following requirements:

- Ability to follow written and verbal instructions
- Understand mathematical concepts for mixing chemicals
- Maintain confidentiality particularly in law enforcement facilities.

**EDUCATION AND EXPERIENCE:**

- High School Diploma or equivalent preferred.
- Prior custodial, janitorial or housekeeping experience desirable.
- Ability to follow written and verbal instructions.

- Must possess a valid Texas drivers license to travel between sites.
- Ability to lift up to 50 pounds.
- Ability to perform multiple repetitive tasks.
- Must consent to and pass criminal background check.

### **ENVIRONMENTAL WORKING CONDITIONS AND SCHEDULES:**

- **Physical fitness:** The position requires daily and prolonged repetitive movements including but not limited to: standing, walking, bending, stooping, and lifting or moving objects weighing up to 50 pounds.
- **Work environment:** The role may involve working indoors and outdoors and potential exposure to temperature swings, dust, chemicals, and mechanical equipment.
- **Work locations:** County buildings/facilities include but are not limited to the Courthouse, Annex #1, Annex #2, Law Enforcement Center, Jail Annex, Agricultural Building, Extension Building, Pioneer Memorial Library, and the county airport facilities.

Normal work schedule is Monday through Friday, 8am-5pm with one hour lunch, 40 hours per week. Regular work attendance is required. Employees must arrive at work on time, prepared to perform assigned duties and work assigned schedule. Employees are required to record their work hours properly and to submit time records promptly to their supervisor. Unscheduled hours including holidays, and/or weekends may be required in the case of excessive workloads, unforeseen personnel shortfalls, or emergency situations.

### **APPLICATION INFORMATION:**

No resume will be accepted in lieu of an application form. Applications can be downloaded from the Gillespie County "Employment Opportunities" link at <https://www.gillespiecounty.org/>

Please Return your completed application to:

**Email:** [hr@gillespiecounty.org](mailto:hr@gillespiecounty.org)

**In Person:** Gillespie County Courthouse room 102-B

**Mail:** Gillespie County, 101 W. Main St., Mail Unit #11, Fredericksburg, TX 78624

Gillespie County is an Equal Opportunity Employer. A background check will be required for the finalist. New or rehired potential employees will be required to provide documentary proof of their eligibility for employment. Gillespie County is a public employer; therefore, all applications are public information.

I have read and understand the essential duties / functions; skills and abilities; minimum requirements; and working conditions and schedules of this position.

Signature: \_\_\_\_\_ Date \_\_\_\_\_