

Coastal Bend COLLEGE

Position Title: Part-Time Custodian

Location	Kingsville
Hours	19 hours/week
Security Sensitive	Yes
Division	Administrative Services
Department	Physical Plant
Reports To	Director of Physical Plant & Facilities

II. Education Requirements

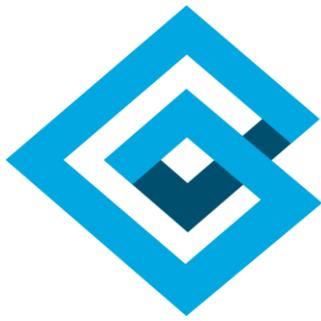
High School Diploma or G.E.D. preferred

III. Qualifications:

Prior experience at a school district, college or a similar higher education environment, or a large multi-building facilities environment. Ability to work unsupervised on a variety of job tasks from simple to complex. Ability to analyze and respond appropriately to emergency situations and to recognize, secure and report unsafe conditions immediately.

Must have knowledge of safe working techniques and safety equipment and must be aware of the typical hazards of the work place, as well as the special hazards that may be encountered (biohazards, chemicals, asbestos/lead containing materials, etc.).

Must work well with others and follow written or oral instructions. Must be able to read and write to understand and successfully complete safety training procedures. Must possess good work ethic and pride in workmanship and perform other duties as assigned.



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IV. Essential Functions:

The Custodian maintains a clean working environment for all staff and visitors, ensuring all areas are safe. Assists all physical plant staff, maintenance, custodial services, grounds, HVAC, trades, and mechanical services staff in the accomplishment of their work (projects, events, on-going programs).

V. Job Responsibilities:

Maintains facilities for all of Coastal Bend College as assigned.

Must wear proper safety equipment and operate various types of powered equipment required to perform custodial duties.

Maintains and services tools and equipment used in the performance of duties.

Performs shop clean-up and maintains a safe and clean work area.

Safe operation of various equipment, machinery, hand and power tools, including but not limited to: power saws, drills, painting equipment, buffers, vacuums, etc.

Specific Duties:

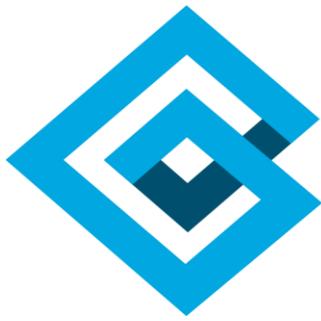
Keep assigned areas of campus buildings in a clean and orderly condition.

Sweep, mop, strip, wax, and buff floors.

Clean restrooms.

Remove and dispose of trash throughout campus as assigned.

Climb ladders. Replace light bulbs, paper dispensers, trash liners and other facility



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needs as required.

Perform other tasks and duties as assigned.

VI. Other Responsibilities:

Will participate in Quality Enhancement Plan (QEP)

Will participate in College responsibilities such as Institutional Effectiveness Committee, Task Force, etc.

VII. Travel Requirements:

Will require travel to other Coastal Bend College Campuses as needed. Travel during evening and weekend hours may be necessary as required by the College.

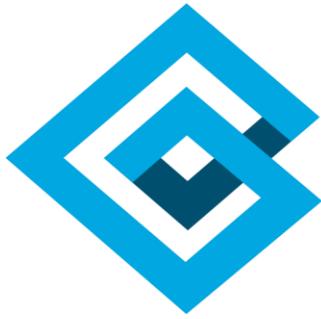
VIII. Physical Requirements:

While performing the duties of this position, the employee is frequently required to sit, communicate, reach and manipulate objects, tools, machinery or controls. The position requires mobility.

Duties will involve moving materials weighing up to 5 pounds on a regular basis and up to 50 pounds on an occasional basis. Manual dexterity and coordination are required over 50% of the work period while operating tools, equipment or machinery such as computer keyboard, mouse, power saws, and drills, painting equipment, fork-lifts, tractors and similar machines.

IX. Environment:

Most work takes place throughout all college campus facilities, which exposes



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employees to inside and outside elements such as dirt, fumes, noise, chemicals and all types of weather conditions on a daily basis.

I have been presented with the job description for the position of:

Part-Time Custodian

The requirements for this position have been discussed with me and I agree that I am able to perform the functions of this job.

Signature: _____ Date: _____