



JOB POSTING #2024-29

CLOSING DATE: OPENED UNTIL FILLED

Job Title: Custodian I

FLSA Status: Non-Exempt

Work Location: Staples Street Center; Various Locations

Department: Facilities Maintenance

Reports To: Facilities Building Manager

Grade: 9 Salary: \$14.04 - \$22.89

Work Schedule: 1st Shift 7:00 am – 3:30 pm, 2nd Shift 1:00 pm – 9:30 pm

General Summary: Under the general direction of the Facilities Building Manager, and direct supervision of the Custodian Supervisor, performs various maintenance and cleaning activities associated with keeping the Corpus Christi Regional Transportation Authority Staples Street Center in an orderly and safe condition.

Essential and Marginal Job Functions: Essential and other important responsibilities and duties that must be performed, with or without reasonable accommodation may include, but are not limited to, the following:

- Empties and cleans trash receptacles.
- Sweeps, scrubs, strips, seals, waxes, and buffs floors.
- Dusts and cleans office furniture, walls, blinds, machines, and equipment.
- Cleans and or hoses down, ramps, stairwells, or breezeways.
- Cleans interior and exterior windows and glass doors.
- Disinfects, cleans, and services restroom areas.
- Mixes materials to be used on assigned jobs, i.e. water and detergents or acids in containers to prepare cleaning solutions, according to specifications.
- Replenishes supplies and materials at various locations.
- Observes and reports to management areas needing maintenance and or repairs.
- Maintains work area in clean and safe working conditions, emptying trash containers, putting up cleaning materials and equipment, and cleaning up spills.
- Uses all equipment, tools, and machinery appropriately and safely, identifying and reporting all such equipment that is broken, damaged, or unsafe.
- Maintains a dependable attendance record.
- Establishes and maintains effective professional working relationships with those contacted during work.
- Wears personal protective equipment and complies with safety regulations.
- Maintains confidentiality and professionally interacts with others due to the diverse customer base.
- Performs other duties as assigned.

Qualifications include:**Knowledge, Skills & Abilities:**

- Occupational hazards, standards safety practices, and Material Safety Data Sheet (MSDS) regulatory requirements.
- Office cleaning using various types of floor equipment.
- Basic cleaning techniques and areas of work assigned.
- Standard safety procedures and precautions.
- Correct English usage, spelling, and vocabulary.
- Complies with CCRTA's policies and procedures and federal, state, and local government regulations.
- Works independently in the absence of supervision.
- Responds to public inquiries courteously.
- Learns to perform a variety of skilled maintenance and janitorial work in the areas assigned.
- Interprets written instructions and warning labels or cleaning chemicals.
- Arranges things or actions in a certain order or pattern according to a specific rule or set of rules, which also utilizes supplies and equipment properly, and without waste.
- Uses good judgment as it relates to safety, professional conduct, and work-related matters.
- Operates a motorized industrial sweeper and scrubber.
- Works immediately before or immediately after an emergency as required as part of the CCRTA's Emergency Response Team to provide emergency services to the general public during emergencies.
- Communicates effectively both verbally and in writing.
- Willingly fosters a positive work environment.
- Understands and follows basic oral, communication skills, and written instructions.
- Good literacy skills and a basic understanding of math to use checklists, complete written accident/incident reports, and mix/use cleaning solutions and materials properly and safely.
- Effective interpersonal skills.

Physical Requirements:

Standard physical activity includes, but is not limited to, standing, and walking activities. Essential & marginal functions require the ability to grasp with both hands, twist both wrists, use both arms to push, pull, hold, and carry items, bend, kneel, squat, and twist safely. Work requires the ability to lift up to 30 lbs. Machinery and tool operation requires the use of safety equipment to include but not limited to, eye safety glasses and work boots.

Working Conditions:

While performing the duties of this job the employee will predominantly work outside and in a shop environment. The employee is exposed to extreme weather conditions and wet and/or humid conditions, moving mechanical parts. Employees will work in an environment where there is a risk that they will be exposed to chemicals and fumes. An average amount of overtime and extended work hours are required. The noise level in the work environment is moderate to high.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. It is the CCRTA's business philosophy and practice to provide reasonable accommodation to the known physical or mental disabilities of qualified individuals, according to applicable state and federal law and may be made to enable individuals with disabilities to perform essential functions. To request reasonable accommodation regarding your application for employment or the performance of the essential functions of your job, please contact the Human Resources Department at (361) 903-3524

Experience and Training Requirements:

This position requires any equivalent combination of the following training, education, and experience that provides the individual with the required knowledge, skills, and abilities to perform the job.

- **Education:** High school diploma or GED.
- **Experience:** Minimum one (1) year general work experience.
- **License or certificate:** Must possess a valid Texas Driver's License.
- **Other Requirements:** Must be at least 18 years of age. Any job offer and continued employment are contingent upon completing and passing a pre-employment job agility evaluation, physical, drug, and alcohol screen, and background investigation.