



**JOB POSTING #2024-35**

**CLOSING DATE: OPENED UNTIL FILLED**

**Job Title:** Custodian II

**FLSA Status:** Non-Exempt

**Work Location:** 5658 Bear Lane; and other various locations

**Department:** Facilities Maintenance

**Reports To:** Facilities Maintenance Supervisor

**Grade:** 12 **Salary:** \$16.25-\$26.48

**Work Schedule:** 1<sup>st</sup> Shift – Wed-Sun (Wed-Fri 7:00 am-3:30 pm, Sat & Sun- 1:00 pm – 9:30 pm)  
2<sup>nd</sup> Shift – Mon-Fri 7:00 am – 3:30 pm  
3<sup>rd</sup> Shift – Mon-Fri 1:00 pm – 9:30 pm  
*(The department alternates the schedule every 2 months)*

**General Summary:** Under the general direction of the Facilities Building Manager, and direct supervision of the Custodian Supervisor, performs a variety of maintenance and cleaning activities associated with keeping the Corpus Christi Regional Transportation Authority administration building, maintenance areas, and/or transfer stations orderly and in 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 clean trash receptacles.
- Sweeps, scrubs, strips, seals, waxes, and buff 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 use in an assigned job, i.e. water and detergents or acids in containers to prepare cleaning solutions, according to specifications.
- Replenishes supplies and materials at various locations.
- Office cleaning and/or shop maintenance cleaning using various types of floor equipment.
- Observes and reports to management areas needing maintenance and or repairs.
- Interprets and understands the use of checklists, and the ability to complete written accident/incident reports, and mix/use cleaning solutions and materials properly and safely by following written instructions and warning labels.
- Arranges things or actions in a certain order or pattern according to specific rules or set of rules, which also utilizes supplies and equipment properly, and without waste.
- Maintains the work area in clean and safe working condition by emptying trash containers, putting up cleaning materials and equipment, cleaning up spills, and cleaning bus wash and maintenance areas.
- Uses all equipment, tooling, and machinery appropriately and safely, identifying and reporting all such equipment that is broken, damaged, or unsafe.
- Establishes and maintains an effective professional working relationship with those contacted during work.
- Operates a truck, occasionally a forklift, and a motorized industrial sweeper and scrubber.
- Wears personal protective equipment and complies with safety regulations.

- Maintains confidentiality and interacts with others in an effective professional manner.
- Performs other duties as assigned.

**Qualifications include:**

**Knowledge, Skills & Abilities:**

- Occupational hazards, standards safety practices, and Material Safety Data Sheet (MSDS) regulatory requirements.
- Basic cleaning techniques and area of work assigned.
- Standard safety procedures and precautions; and
- Complies with CCRTA's policies and procedures and federal, state, and local government regulations.
- Works independently in the absence of supervision.
- Maintains a dependable attendance record.
- Responds to public inquiries courteously.
- Learns to perform various skilled maintenance and janitorial work in assigned areas.
- Use good judgment regarding safety, professional conduct, and work-related matters.
- Interacts courteously and effectively with a diverse internal customer base.
- 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 public during emergencies.
- Communicates effectively in English both verbally and in writing.
- Willingly fosters a positive work environment.
- Understands and follows oral and written instructions.
- Effective interpersonal skills.

**Physical Requirements:**

Standard physical activity includes, but is not limited to, standing, and walking activities. Essential and marginal functions require grasping with both hands, twisting both wrists, using both arms to push, pull, hold, and carry items, and bending, kneeling, squatting, and twisting 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 while moving mechanical parts. Employees will work in an environment where there is a risk of exposure 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 represent 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 of 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 offers and continued employment are contingent upon completing and passing a pre-employment job agility evaluation, physical, drug, and alcohol screen, and background investigation.

CCRTA is proud to be an Equal Employment Opportunity Employer, supporting diversity in the workplace.

*M/F/D/V*