

## City of Socorro Job Description

<b>Job Title:</b> Custodian	<b>Department:</b> Custodial Services
<b>FLSA Status:</b> Full Time - Non-Exempt	<b>Salary:</b> \$15.87 - \$18.00
<b>Approved:</b>	<b>Last Revised:</b>
<b>Funding Source:</b> Inter-Governmental Support Agreement (IGSA)	<b>Last Revised:</b>

### Position Summary:

Under general supervision, the custodian reports directly to the Custodian Supervisor performs general cleaning services such as sweeping, mopping, vacuuming, duties and maintaining assigned buildings, and facilities.

### Duties, Functions, and Responsibilities:

- Performs general custodial duties in cleaning and maintaining assigned area; cleans, sanitizes, and maintains buildings, offices, and restroom facilities.
- Sweeps, mops, scrubs, strips, seals, waxes, buffs, and polishes floors; vacuums and shampoos rugs and carpets; operates equipment such as floors buffers, polishers, power washing units, and vacuum cleaners.
- Empties, cleans and lines waste receptacles and disposes of trash; collects paper, cans, and bottles for recycling.
- Cleans disinfects restrooms; replenishes and maintains restroom supplies including refilling soap, paper, and other sanitary dispensers; cleans and polishes metalwork such as door panels and hand railings.
- Cleans lighting fixtures and replaces light bulbs and fluorescent tubes.
- Closes windows, turns off lights, and locks doors to secure buildings; reports unauthorized persons and other security problems.
- Picks up paper, removes cobwebs and sweeps and washes areas around municipal buildings.
- Maintains equipment and materials in proper condition; reports the need for maintenance and repair.
- Regular worksite attendance is an essential function.
- Responsible for any other duties and assignments issued by the City of Socorro.

### Knowledge, skills, and abilities

- Methods and techniques of cleaning and preserving floors, carpets, bathrooms.
- Safe use of cleaning chemicals.
- Proper methods of storing equipment, materials, and supplies.
- Proper lifting techniques.
- Occupational hazards and standard safety practices.
- Use and monitor the need for a variety of custodial equipment and materials.
- Complete assignments independently without immediate supervision.
- Learn and apply new information or new skills.
- Understand and carry out oral and written directions.
- Safely use of a foot ladder to replace light bulbs, and perform basic building maintenance and cleaning.

### Minimum Qualifications

- High School Diploma or GED required; .
- Minimum of 1 year of custodial or janitorial experience,
- Ability to speak English; bilingual (English/Spanish) preferred.
- Ability to work independently
- Must wear company-provided uniforms and identification badges at all times while on site.
- Possess a valid Texas class "C" Driver's License.
- Possess clean driving record and maintain valid vehicle insurance as required for access to military/government facility.

### Equipment

- Operates office equipment such as computers, software, calculator, copy machine, scanner, shredder, fax machine, multiline telephone, time keeping system.

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- Ability to operate various cleaning equipment such as, shampooers, scrubbers, buffer, etc.

### Physical Requirements:

- Stand, walk, use hands to handle or operate objects, tools, or controls.
- Reach, climb, balance, stoop, kneel, crouch or crawl.
- Frequently use arms, legs and back to lift and/or move up to 35 pounds.
- May be exposed to wet and/or humid settings, fumes, smoke and/or airborne particles, toxic or caustic chemicals.
- The noise level in the environment is usually moderate to loud.
- Must have the ability to travel to different maintenance sites and locations.

### Condition of Employment

- Must be a legal US resident
- Pre-employment Drug and Breath Alcohol testing
- Pass Background check to include a background check to meet military/government facility access requirements
- Clean Driving record, maintain current vehicle inspection and insurance coverage as required for access into military / government facility.
- Must communicate in the English language

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Manager

\_\_\_\_\_  
Date



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Human Resources Director

07/18/25

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date