



EMPLOYMENT OPPORTUNITY

JOB TITLE: Janitor

DEPARTMENT: Building Maintenance/County Judge

ANNUAL SALARY: \$21,244.02 up to \$22,198.00 (based on experience)
(\$10.21 up to \$10.67 per hour)

APPLICATION PERIOD: May 8, 2017 - until filled

JOB SUMMARY AND PRINCIPAL DUTIES: Performs daily custodial tasks at county facilities, including; cleaning floors, windows, and restrooms. Maintains custodial equipment in proper operating order. Must be able to climb up and down a ladder, in order to clean shelves. Also performs other related duties, as may be assigned. (see attached job description, for list of complete job duties)

QUALIFIED APPLICANTS MUST POSSESS: (1) A valid Texas Driver license (2) acceptable driving record. (3) sufficient education to understand, interpret, and follow instructions.

Any applicant conditionally selected for this position will be required to submit to a physical and drug testing, before commencing employment

APPLY:

**CHAMBERS COUNTY JUDGE'S OFFICE
404 WASHINGTON AVENUE
ANAHUAC, TEXAS 77514
409-267-2439**

Chambers County is an equal opportunity employer. The County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

Job Description: JANITOR

CLASS NO. 3208

EEOC CATEGORY: Service-Maintenance

PAY GROUP: 6

FLSA: Nonexempt

SUMMARY OF POSITION

Performs daily custodial tasks at county facilities, including cleaning floors, windows, and restrooms.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Building Supervisor
2. Directs: This is a non-supervisory position.
3. Other: Has daily contact with co-workers, other county employees, and the general public.

EXAMPLES OF WORK

Essential Duties*

Operates vacuum cleaners and floor buffers;

Cleans and dusts windows, walls, doors, floors, and furniture in county facilities, including offices, libraries, halls, lounges, entryways, etc.;

Cleans county restrooms, including sinks, toilets, counters, etc., and replaces paper products;

Cleans, strips, and polishes floors as needed and instructed, and spot cleans carpet as required;

Empties waste receptacles and properly disposes of trash;

Cleans and polishes water fountains;

Maintains custodial equipment in proper operating order;

Picks up and/or delivers cleaning supplies as directed;

Assists with grounds keeping tasks as necessary;

Must be able to climb up and down ladders several times a day, if applicable; and

Must be able to lift at least 25 pounds, if applicable;

*For the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.
Updated and Approved CC 3/28/2017

CLASS NO. 3208 (Continued)

Other Important Duties*

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: cleaning techniques; and safe operation of cleaning equipment.

Skill/Ability to: understand, interpret and follow oral and/or written communication; safely operate janitorial equipment and cleaning chemicals; and establish and maintain effective working relationships with other county employees, and the general public.

ACCEPTABLE TRAINING AND EXPERIENCE

Sufficient education to understand, interpret, and follow instructions;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Appropriate Texas driver license or available alternate means of transportation.