

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: CUSTODIAN II –
Unit Services

SALARY GROUP: A06

DEPARTMENT: Security Operations

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Tracy Bailey DATE: 02/04/2013

POSITION #: 033164

I. JOB SUMMARY

Performs moderately complex custodial work. Work involves cleaning and caring for state buildings and premises; maintaining custodial equipment; requesting supplies; participating in performing minor building and equipment repairs and installations; and training others. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Assists in maintaining inventory records for building property, custodial equipment, cleaning and sanitation chemicals, and other materials, supplies, and equipment.
 - B. Trains offender barbers and custodial workers assigned to work in the unit medical and psychiatric departments in the use of custodial equipment, cleaning and sanitation chemicals, and in appropriate safety procedures to ensure compliance with agency policies, state and federal regulations and statutes, and all safety protocols.
 - C. Monitors offender workers for thoroughness in cleaning, dusting, and disinfecting floors, walls, and ceilings throughout the medical facility; performs and monitors offender workers in minor maintenance and repair work of custodial equipment; and inspects the facility for cleanliness, completed work, and needed repairs.
 - D. Monitors and assists in coordinating the issuance and control of custodial equipment and cleaning and sanitation chemicals; and initiates work orders to ensure that equipment is safe and operable.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Graduation from an accredited senior high school or equivalent or GED.
2. Custodial work, general mechanics, or correctional unit operations experience preferred.

B. Knowledge and Skills

1. Knowledge of cleaning techniques and procedures.
2. Knowledge of materials management and inventory control principles and methods.
3. Knowledge of the TDCJ Health Services Policy and Procedures Manual preferred.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Skill in the use of custodial materials and chemicals.
6. Skill in the operation of custodial equipment.
7. Skill to maintain and perform minor repairs of custodial machinery and equipment.
8. Skill to communicate ideas and instructions clearly and concisely.
9. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
10. Skill to prepare and maintain accurate records, files, and reports.
11. Skill to train and monitor the work of offenders.
12. Skill to plan work in order to meet established guidelines.
13. Skill to maintain an adequate inventory of supplies, machinery, and equipment.
14. Skill in the use of computers and related equipment in a stand-alone or local area network environment preferred.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

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- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs and ladders, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry over 45 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, working around moving objects or vehicles, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, dust, solvents, slippery or uneven walking surfaces, working at heights, working on ladders or scaffolding, vibration, working with hands in water, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, custodial materials and chemicals, custodial equipment, floor maintenance equipment to include buffers, strippers, vacuums, and extractors, and automobile.