



**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY**

**JOB POSTING #2016-28**

**CLOSING DATE: 09-02-16**

**Job Title:** Custodian I

**FLSA Status:** Non-Exempt **Grade:** 6

**Work Location:** Staples Street Center; Various Locations

**Department:** Facilities Maintenance

**Reports To:** Facility Maintenance Supervisor

**HRLY:** \$9.97-\$15.45 (min - max)

**General Summary:** Under the direct supervision of the Facility Maintenance Supervisor, performs a variety of maintenance and cleaning activities associated with keeping the 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:

- Empty and clean trash receptacles.
- Sweep, scrub, strip, seal, wax and buff floors.
- Dust and clean office furniture, walls, blinds, machines and equipment.
- Clean and or hose down, ramps, stairwells or breezeways.
- Clean interior and exterior windows and glass doors.
- Disinfect, clean and service restroom areas.
- Mix materials to be used on assigned job, i.e. water and detergents or acids in containers to prepare cleaning solutions, according to specifications.
- Replenish supplies and materials at various locations.
- Observe and report to management areas in need of maintenance and or repair.
- Maintains work area in clean and safe working condition, 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 in an appropriate and safe manner, identifying and reporting all such equipment that is broken, damaged, or unsafe.
- Maintains a dependable attendance record.
- Complies with Regional Transportation Authority policies and procedures.
- Establishes and maintains effective professional working relationship with those contacted in the course of work.
- 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.

*It is the RTA'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. To request a reasonable accommodation regarding application for employment or the performance of the essential functions of your job, please contact the Human Resources Department at (361) 289-2712.*

**Qualifications include:**

**Knowledge of:**

- Occupational hazards, standards safety practices and Material Safety Data Sheet (MSDS) regulatory requirements;
- Office cleaning and/or shop maintenance cleaning using various types of floor equipment;
- Basic cleaning techniques and area of work assigned;
- Standard safety procedures and precautions; and
- Correct English usage, spelling and vocabulary.

**Ability to:**

- Comply with Regional Transportation Authority's policies and procedures and federal, state, local government regulations;
- Drive a service vehicle, both automatic and standard transmissions;
- Work independently in the absence of supervision;
- Respond to public inquiries in a courteous manner;
- Learn to perform a variety of skilled maintenance and janitorial work in the area of work assigned;
- Interpret written instructions and warning labels or cleaning chemicals;
- Arrange 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;
- Use good judgment as it relates to safety, professional conduct and work related matters;
- Operate, a truck, occasionally a forklift, and a motorized industrial sweeper and scrubber;
- Interact courteously and effectively with a diverse internal customer base;
- Work immediately before or immediately after an emergency as required as part of the RTA's Emergency Response Team to provide emergency services to the general public during emergency situations;
- Communicate effectively both verbally and in writing;
- Willingly foster a positive work environment; and
- Understand and follow oral and written instructions.

**Skills:**

- Good literacy skills and a basic understanding of math in order to use checklists, complete written accident/incident reports, and mix/use cleaning solutions and materials properly and safely;
- Basic oral and communication skills; and
- Effective interpersonal skills.

**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 is contingent upon completing and passing a pre-employment job agility evaluation, physical, drug and alcohol screen and background investigation.

**Working Conditions and Physical Requirements:**

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 to wet and/or humid conditions; moving mechanical parts. Employee will work in an environment where there is risk that they will be exposed to chemicals and fumes. Average amount of overtime and extended work hours are required. The noise level in the work environment is moderate to high. 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 and store at shoulder height or higher. Machinery and tool operation requires the use of safety equipment to include but not limited to, eye safety glasses and work boots.