

State Preservation Board (SPB)

Posting #2021-010

Custodian I - 3 positions

Job Type: Full-Time: Sun.- Thurs. or Tue.- Sat., 8a-5p weekdays, 11a-8p weekends. This shift subject to change per event times, must be flexible.

Posting Dates: March 17 - until closed

Hiring Range: \$2,340.00 / monthly

Organization Summary:

The State Preservation Board (SPB) was established for the purpose of preserving, maintaining, and restoring the State Capitol and the 1857 General Land Office, which houses the Capitol Visitors Center. Since that time, Agency operations have expanded to include: maintenance of the Governor's Mansion, operating the Bullock Texas State History Museum and the Texas State Cemetery. We provide educational programs centered on Texas history, government and culture. These services benefit the citizens of Texas and its visitors.

Position Summary: Custodians report directly to the Housekeeping and Grounds Manager with additional direction and oversight from the Housekeeping Supervisor and Housekeeping Leads. Duties include providing excellent customer service and ensuring the highest cleanliness standards are met. SPB Custodians are responsible for general cleaning and upkeep of buildings, offices, restrooms and other assigned areas. They are required to consistently use sound judgment and display a strong sense of self-reliance and self-motivation. SPB Custodians work as part of a focused team with a service company approach. Must portray and maintain a friendly, professional, positive demeanor in all interactions with employees, occupants, visitors, event holders, and the public. This position is not sedentary in nature and requires: considerable physical exertion and mobility, the ability to lift, bend, move heavy equipment, and remain standing and walking for extended periods of time; organization and multitasking abilities. This position may include some evenings and/or nights. Custodians may be exposed to inclement or harsh weather conditions in the performance of duties. Performs all other duties as assigned. References will be required to verify experience. Must be able to work extended hours and must be able to pass a thorough criminal background check to be considered. **Must be able to work with agency's 360 day-per-year schedule and may include weekends, evenings and holidays, including working on short notice.

Essential Job Duties: For purposes of this agency's job descriptions, "essential job duties" are defined as assigned tasks that are critical or fundamental to the position and not marginal. If an individual is qualified to perform the essential job duties, he or she must be able to perform the essential job duties with or without reasonable accommodation.

- Performs general housekeeping, custodial duties and cleanup in assigned area(s) throughout Capitol Complex and other SPB buildings.
- Regularly performs visual inspections, and quality assurance spot-checks of assigned areas.
- Routine duties include: disinfecting, cleaning, general housekeeping tasks, maintaining custodial equipment, requesting and restocking supplies. Performs thorough cleaning and related activities uniquely related to designated SPB buildings.
- Performs carpet maintenance functions as assigned.
- Empties and re-lines containers, and disposes of trash from trash containers.
- Visually inspects, cleans and sanitizes restrooms and replenishes supplies.
- Cleans: spills; drinking fountains; mirrors; tables; desks; walls; fixtures; blinds; and other objects in assigned area(s).
- Picks up litter from buildings and outside on the grounds.
- Opens, closes, locks and unlocks offices as needed/assigned.
- Keeps supervisor informed of progress, and areas of concern, and is responsive to input.
- Maintains a positive, flexible attitude regarding the variety of assignments and accepts assignments willingly.
- Displays sound judgment and maintains a professional, respectful, and service-oriented focus when interacting with other employees, building occupants, visitors and the public.
- Duties will require working in SPB buildings including the Texas State Capitol, Bob Bullock Texas State History Museum, the Capitol Visitors Center, the Governor's Mansion, the Visitors Parking Garage, and the Texas State Cemetery.
- Will occasionally be required to clean and maintain high areas of buildings; accessed by climbing stairs, ladders, scaffolding and a mechanical lift.
- Displays effective interpersonal skills in communicating with building occupants, SPB staff and visitors.
- Works collaboratively with office and building occupants, ensures minimal disruption to visitors and building occupants when performing assigned duties.
- Cleans and organizes office and public areas using appropriate tools, techniques and equipment, including the safe use of ladders and operation of aerial lift.
- Regularly cleans and dusts office furniture, walls, windows, and floors.
- Actively monitors building and occupant security and safety, effectively intervenes to eliminate or reduce safety and security hazards. Adheres to safe handling, use and disposal standards of hazardous chemicals.
- Uses safe lifting, climbing and physical exertion techniques for all duties performed.
- Selects and uses appropriate tools, materials and equipment to perform duties.
- Promptly responds in emergencies and actively works to contain the emergency situation, to ensure personal safety and the safety of building occupants, visitors and staff. Works at all times using established safety techniques; continuously assesses

safety and security conditions in the best interests and safety of self, building occupants, visitors and staff.

- Responds to after hour's calls needing immediate attention and to emergency situations throughout the Capitol Complex or for any state buildings managed by the SPB. Works varying schedules including nights, weekends and holidays based on business needs.
- Involves exposure to unusual elements, such as extreme temperatures, toxic chemicals, hazardous materials, dirt, dust, fumes, smoke, and loud noises; heavy lifting required of objects weighing up to 40 pounds.
- Remains abreast and complies with all applicable safety rules, regulations, standards and emergency procedures and established industry safety and security techniques. Plans and manages work with safety and security in mind. Continuously assesses safety conditions to ensure individual and workplace safety and safety of visitors and staff. Promotes visitor safety and building security. Assists with building evacuation if necessary.
- Performs all duties as assigned in a manner that promotes public confidence in the SPB and its staff.
- Regular attendance is an essential job duty for all SPB positions.
- Performs all other duties as assigned.

Minimum Qualifications: To meet the minimum requirements applications must have knowledge of cleaning techniques, knowledge of cleaning procedures, customer service experience; perform all required physically demanding tasks, including disinfecting, cleaning, sweeping, mopping, stocking, lifting up to 40 pounds, climbing, stretching, reaching, bending, kneeling, squatting, stooping, and extensive periods of walking throughout the building to complete housekeeping duties within established time frames; work safely from elevated positions; follow instructions and communicate effectively, both verbally and in writing; remain focused on work priorities, and also be responsive to customer requests and concerns; walk from building to building to work throughout the Capitol Complex and be able to walk and work outside in inclement or harsh weather conditions, including extreme heat. Must also pass a thorough criminal background check.

Preferred Qualifications: The ideal candidate for this position will possess: 1 year of custodial experience working in a public building; a valid driver's license; a high school diploma; effective communication skills, both verbally and in writing in English; skills in the use of custodial materials, chemicals and the operation of custodial equipment; training in the hazards and safety issues involved in the custodial trade; experience estimating the types and amounts of materials needed for major projects; experience scheduling and routine record keeping; knowledge of equipment and techniques of cleaning historical artifacts and wood surfaces. Experience with disinfecting and sanitizing surfaces.

Benefits:

- Medical, Dental, Vision and other insurance options; defined benefit Pension plan; and 401K plan available.
- Free parking, free Museum membership

To Apply:

Submit a State of Texas application to the SPB by:

Email: TSPB.Employment@tspb.texas.gov

Fax: (512) 463-3372

Mail to: 201 E. 14th Street, Suite 950, Austin, Texas, 78701

**** As we are a state agency, a fully completed state application is required for consideration.**

**** For an application and additional information visit:**

<http://www.tspb.texas.gov/spb/employ/employ.html> or call: (512) 463-5495

State Job Title: Custodian I

Classification: 8003

Salary Group: A-05

VETERANS:

Military Occupational Specialty Codes (MOS): Navy: BM Boatswain's Mate & SN Seaman; Marines: 8000 General Service Marine.

Veterans with other related MOS or additional duties pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply. Use your military skills to qualify for this position or other jobs.

Go to www.texasskillstowork.com to translate your military work experience and training into civilian job terms, qualifications and skill sets or for additional Military Crosswalk information go to <http://www.hr.sao.state.tx.us/Compensation/JobDescriptions.aspx>.

EEO Statement:

The State Preservation Board is an equal opportunity employer and welcomes all qualified applicants without regard to national origin, race, color, religion, age, sex, sexual orientation, disability, genetic information, or Veteran status. In compliance with the Americans with Disabilities Act (ADAA), if you require reasonable accommodation in the interview and selection process, please call the agency's ADA Coordinator at (512) 463-3633.

Selection Information:

At the time of hire, selected applicants must show proof of eligibility to work in the U.S. in compliance with the Immigration Reform and Control Act. All males who are age 18 through 25 are required to register with the Selective Service and may be asked to present proof of registration or exemption from registration upon hire.

The State Preservation Board uses E-Verify to confirm the employment eligibility of all newly hired employees. To learn more about E-Verify, including your rights and responsibilities, please visit www.dhs.gov/E-Verify.

An Equal Employment Opportunity Employer