Job Type: Full-Time; Sunday - Thursday or Tuesday - Saturday (Weekdays 8am-5pm, all weekend days 11a-8pm)
Schedules require one weekend day: either Saturday or Sunday
Posting Dates: May 31, 2019 - until closed
Hiring Range: $2,166.67 - $2,293.20/ 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.**

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

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 and a high school diploma; be able to communicate effectively, both verbally and in writing in English; be skilled in the use of custodial materials, chemicals and the operation of custodial equipment; have training in the hazards and safety issues involved in the custodial trade; experience estimating the types and amounts of materials needed for major projects; scheduling and routine record keeping; knowledge of equipment and techniques of cleaning historical artifacts and wood surfaces.

Benefits:
- Medical, Dental, Vision and other insurance options; defined benefit Pension plan; and 401K plan available.
- Free parking, free individual 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-04

VETERANS:
Military Occupational Specialty Codes (MOS): Navy: BM Boatswain’s Mate & SN Seaman; Marines: 3372 Marine Aide & 8000 General Service Marine; Air Force: 8A200 Enlisted Aide

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) 475-4992.

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.