State Preservation Board (SPB)
Posting #219-061

Custodian III-Lead Custodian

Job Type: Full-Time Day Shift; Sunday - Thursday or Tuesday - Saturday
*Schedules require one weekend day: either Saturday or Sunday; Schedules subject to change*
Posting Dates:       June 13, 2019 - until closed
Hiring Range:   $2,426.67 - $2,686.67/ 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:
The Custodian Lead reports directly to the Housekeeping and Grounds Manager with additional direction and oversight from the Housekeeping Supervisors. Duties include providing excellent customer service and ensuring the highest cleanliness standards are met. SPB Custodian IIIs are capable of highly complex, senior-level cleaning and upkeep of buildings, offices, restrooms and other assigned areas. The Custodian Lead Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. They are required to consistently use sound judgment and display a strong sense of self-reliance and self-motivation. SPB Custodian IIIs 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 custodial duties including sweeping, mopping and dusting; cleans windows, fixtures, tables, walls, desks, office furniture, drinking fountains and other objects in assigned area(s). Performs or directs others to correct inadequacies.
- Regularly performs visual inspections, and quality assurance spot-checks of assigned areas.
- Performs thorough cleaning and related activities that are uniquely related to the Capitol.
- Maintains records of time spent and supplies used for special projects.
- Assists in scheduling and completing special projects.
- Oversees, directs and schedules the work of others. Serves as a back up to Housekeeping Supervisors.
- Performs carpet maintenance functions as assigned.
- Empties and disposes of trash from trash containers and re-lines containers.
- Visually inspects, cleans and sanitizes restrooms; requests, replenishes and distributes supplies.
- Picks up litter from buildings and grounds.
- Opens, closes, locks and unlocks offices as needed.
- Keeps supervisor informed of progress and areas of concern. Is responsive to input. Accepts assignments willingly. Maintains a positive, flexible attitude regarding the variety of assignments.
- Works collaboratively with office and building occupants, ensures minimal disruption to visitors and building

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occupants when performing assigned duties.

- Cleans and organizes office and public areas selecting and using and may train others in selecting and using appropriate tools, techniques and equipment, including safe use and operation of aerial lift.
- Duties may occasionally require working in other areas as assigned; including the Museum, Capitol Visitors Center, State Cemetery, Governor’s Mansion and Visitors Parking Garage.
- Remains abreast and complies with all applicable safety rules, regulations, standards and emergency procedures including applicable OSHA, Agency, local, state, and federal security and safety rules, regulations, and established industry safety and security techniques and standards. Plans work with safety and security front of 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.
- Adheres to and trains others in safe hazardous chemical handling, use and disposal standards. Attends and assists in conducting safety meetings.
- Uses and trains others in safe lifting, climbing and physical exertion techniques for all duties performed.
- Assists with event set-ups.
- May perform minor maintenance and repair work on custodial equipment.
- Maintains a professional, respectful, and service-oriented focus when interacting with other employees, visitors and the public, promotes public confidence in the agency.
- Must be flexible and perform all other duties as assigned.
- Regular attendance is an essential job duty for all TSPB positions.

Minimum Qualifications: The successful candidate for this position will possess 3 years of custodial experience working in a public building, including 1 year as a lead custodian. 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, stooping, and extensive periods of walking throughout the buildings to complete housekeeping duties within established time frames, and work safely from Elevated positions. Must follow instructions and communicate effectively in English, both verbally and in writing. Must remain focused on work priorities, and also be responsive to customer requests and concerns. Must 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. Requires basic computer skills in a Windows environment. Must pass a thorough criminal background check to be considered.

Preferred Qualifications: The ideal candidate for this position will possess: additional years of custodial and lead custodian experience working in a public building, a valid driver’s license and a high school diploma; Bi-lingual fluency in Spanish and English. Skilled in the use of custodial materials and chemicals in the operation of custodial equipment and in the use of and maintenance of building maintenance tools and equipment. Have trained others in the use of 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. Advanced computer experience that includes Word, Excel, Outlook or work order systems.

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

State Job Title: Custodian III                     Classification:  8007                        Salary Group: A-08

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VETERANS:

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.