

**Approved By:** City Manager  
**Approved Date:** 02/20/2026

**Department:** Public Works  
**Job Title:** Custodian  
**FLSA Status:** Non-Exempt

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### **General Statement of Duties**

Under the general supervision of the City Manager, the Custodian is responsible for the moderate/heavy custodial work involving a variety of housekeeping tasks performed under relatively close supervision. Incumbent is also responsible for cleaning all aspects of City buildings, securing facilities after work hours, and reporting safety hazards to supervisor.

### **Essential Functions**

The Custodian is responsible for the maintenance of the City's buildings. Incumbent's duties are as follows:

- Clean building floors by sweeping, mopping, buffing, scrubbing, or vacuuming
- Service, clean, and supply restrooms;
- Gather interior trash, exterior trash, and remove litter from the exterior of the building empty trash;
- Clean air conditioning unit filters;
- Clean and polish furniture and fixtures;
- Adjust minor repairs to heating, cooling, ventilating, plumbing, and electrical systems;
- Clean windows, glass partitions, and mirrors, using soapy water or other cleaners, sponges, and squeegees;
- Strip, seal, finish, and polish floors;
- Steam-clean or shampoo carpets;
- Mix water and detergents or acids in containers to prepare cleaning solutions, according to specifications;
- Maintain irrigation systems, including winterizing the systems and starting them up in spring;
- Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials;
  
- Using either control mechanisms or direct physical activity to operate machines or processes (not including computers or vehicles);
  
- Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects;
  
- Developing specific goals and plans to prioritize, organize, and accomplish your work; and
- Performs other duties as assigned.

### **Supervisory Responsibility**

This position has no supervisory responsibilities.

### **Physical Demands**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle, or feel objects and controls. Significant standing,

walking, moving, climbing, carrying, bending, kneeling, reaching, crawling, and handling, sitting, standing, pushing, and pulling. The employee must occasionally lift and/or move up to 50 pounds.

### **Position Type/Expected Hours of Work**

This is a full-time, non-exempt position, with a 40-hour work week. Incumbent must have the ability to work flexible hours including holidays, evenings, and weekends, if needed.

Participation in City sponsored special events, trainings, or meetings may be required.

### **Minimum Qualifications and Requirements**

Graduation from high school or possession of an acceptable equivalency diploma. One (1) year experience in domestic or janitorial work. Must be able to work split shifts and may be required to be on call. A comparable amount of training and experience may be substituted for the minimum qualifications. Possession of a valid, appropriate Texas (Class C) driver's license and an acceptable driving record.

### **Knowledge, Skills and Abilities**

**Knowledge** - Knowledge of machines and tools, including their designs, uses, repair, and maintenance. Knowledge of the chemical composition, structure, and properties of substances and of the chemical processes and transformations that they undergo. This includes uses of chemicals and their interactions, danger signs, production techniques, and disposal methods.

**Skills** - Performing routine maintenance on equipment and determining when and what kind of maintenance is needed. Repairing machines or systems using the needed tools. Determining causes of operating errors and deciding what to do about it.

**Abilities** - Ability to understand and follow simple oral and written instructions. Ability to make minor repairs and adjustments to cleaning equipment with enough physical strength and agility to perform a variety of moderate heavy custodial tasks in the care and limited maintenance of building, landscaping, and equipment. The ability to exert maximum muscle force to lift, push, pull, or carry objects. The ability to generate or use different sets of rules for combining or grouping things in different ways. The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem. The ability to bend, stretch, twist, or reach with your body, arms, and/or legs.

### **AAP/EEO Statement**

The City of Progreso is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (ADA) and the Americans with Disabilities Act Amendment Act (ADAAA) the City of Progreso will provide reasonable accommodations, upon reasonable request, to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

*The city focuses on identifying candidates who are customer oriented and committed to public service to create a culture that is committed to diversity.*

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**Signatures**

This job description has been approved by all levels of management.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_