

**CASS COUNTY, TEXAS
POSITION VACANCY
PLEASE POST**

Job Title: Custodian		Job Announcement Number: MAINT25-0001	
Department: Maintenance	Salary: DOE	Position Type: Full Time: ☒ Part Time: ☐ Temporary: ☐	
Additional Position Information: FLSA Non-Exempt			

POSITION DESCRIPTION
Summary Statement of Work Performed: Responsible for maintenance of assigned county buildings and upkeep of the grounds. Perform all duties as required to maintain a good and clean environment. This includes but is not limited to dusting; sweeping; mopping, stripping, and waxing floors; cleaning and maintaining restrooms. Perform minor electrical if possible (changing light bulbs, etc) and minor plumbing (unstop toilets, etc). Perform light maintenance on floor equipment and taking care of the grounds (picking up trash, etc). Pick up trash in all buildings and dispose of it and maintain court rooms and offices. Inspect for maintenance and safety problems (such as loose door knobs, etc). Assist general public and county personnel. Lifting and moving items and any assignment that is brought to your attention. Must be able to follow instructions and have good interpersonal skills and have knowledge of safety practices.
POSITION SPECIFICATIONS
Education: High School Diploma or equivalent. Personal Job-Related Skills: Mopping, sweeping, lifting, working with lawn equipment, working with all types of floor equipment (vacuum, stripper, buffer, etc). Licensure, Registry or Certification: None Experience: 1. Prior Work Experience: Some experience preferred 2. Technical Training: Physical and Mental Requirements: Must have the ability to stand for long periods of time and have the ability to lift heavy objects (at least 60 lbs).

An official Cass County Application must be received by Cass County Treasurer Melissa Shores, 2nd Floor, Cass County Law Enforcement and Justice Center, 604 Highway 8 N Linden, TX or email melissa.shores@casscountytexas.gov UNTIL FILLED	HOW TO MAKE APPLICATION For An Application Contact: Cass County Treasurer PO Box 152- Linden, TX 75563 2nd Floor, Cass County Law Enforcement and Justice Center or Go to www.co.cass.tx.us; County Offices; Treasurer to print out an application from the County website.
Resumes without an application form will not be accepted	EQUAL OPPORTUNITY EMPLOYER Auxiliary aids and services are available upon request to individuals with disabilities.