



**University of Texas at El Paso  
Job Description**

**Job Code:** 6224  
**Job Title:** Custodian I  
**Department:** Job may be available in different departments/divisions  
**Reports To:** Custodial Supervisor and/or may be required to report to Custodian II  
**FLSA Status:** Non-Exempt  
**Prepared By:** Human Resource Services  
**Creation / Revision Date:** October 22, 2010

**Summary:** Keeps internal areas and exterior entry areas of buildings in clean and orderly condition. Maintains an orderly, clean and aesthetically pleasing environment within our campus buildings for our students, faculty, and customers.

**Note:** The primary accountabilities below are intended to describe the general content of and requirements of this position and are not intended to be an exhaustive statement of duties. Incumbents may perform all or some of the primary accountabilities listed below. Specific tasks or responsibilities will be documented in the incumbents' performance objectives as outlined by the incumbents' immediate supervisor or manager. This position is security-sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. Must possess a valid driver's license issued by the State where the applicant resides and must be insurable as defined in the UT System BPM 16-05-02, as applicable to the performance of essential duties and responsibilities of the position.

**Statement of Duties and Responsibilities:**

Sweeps, mops, scrubs, waxes, polishes, and vacuums floors, hallways, stairs, office space, lobbies, lounges, rest rooms, corridors, elevators, showers, locker rooms, weight rooms, gyms, and other work areas.

Sweeps, scrubs, waxes, and polishes floors.

Cleans rugs, carpets, upholstered furniture, and draperies/blinds.

Dusts (both high and low) of furniture, building surfaces and equipment.

Washes walls, bathroom stalls, and woodwork.

Washes windows, door panels, and sills. May be required to use lift to reach higher windows.

Utilizes and operates all types of custodial cleaning equipment including automated floor cleaning equipment.

Empties wastebaskets and transports trash to disposal area.

Empties paper recycling baskets and transports to paper collection bin.

Transports cleaning equipment in push cart between departments.

Maintains and requisitions cleaning products, bathroom supplies, and trash bags; replenishes bathroom supplies.

Notifies supervisor concerning need for major or minor repairs to building systems including lighting, plumbing, heating, and ventilating equipment.

Opens and closes campus buildings.

May be required to work weekends and holidays. Will be required to have a flexible work schedule, to include but not limited to, working evenings, weekends, and holidays. Overtime may be required.

Must be available on an "On Call" basis.

Knowledge of all Microsoft Office software and able to learn and use institutional software systems.

Complies with all State and University policies.

Other duties may be assigned.

**Supervisory Responsibilities** No supervisory responsibilities.



**Qualifications** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Minimum Education required:** Less than high school education.

**Minimum Experience required:** One year of experience, related to the statement of duties and responsibilities; or equivalent combination of education and experience.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to feel and reach with hands and arms. The employee is frequently required to climb or balance; stoop, kneel, crouch, or crawl; and push and pull; and repetitive hand and arm movements. The employee is required to talk and be able to hear. The employee must frequently lift and move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and ability to adjust focus. May be required to wear Personal Protective Equipment to include: Steel toe or Non-slippery shoes, back belt, eye protection, and rubber or leather gloves.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to wet and humid conditions and occasional to inclement weather conditions. The employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes, dust or airborne particles; toxic or caustic chemicals; exposure to potential communicable diseases and blood born pathogen exposure; and risk of electrical shock, high pitched noise and vibration. The noise level in the work environment is usually moderate.