

Lavaca-Navidad River Authority

Job Description

Job Title: BRC Custodian/Housekeeping
Department: Recreation
Reports To: BRC Director of Park Facilities
FLSA Status: Non-Exempt
Salary Range: \$8.00 - \$16.97 per hour
Prepared By: Human Resource Manager
Approved By: General Manager
Approved Date: September 2020

Summary

The incumbent of this position is responsible for performing custodian/housekeeping duties required in maintaining the Brackenridge Recreation Complex (BRC) buildings in a clean manner.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Maintain inventory of supplies and laundry for restrooms and cabins.

Organize and maintain offices and storage building.

Evaluate condition of restrooms, facilities, and cabins and report maintenance issues to supervisor.

Perform general custodial maintenance to the BRC including janitorial and trash pickup duties.

Sweeps, dusts, scrubs, mops, buffs and vacuums various buildings.

Operate related equipment including a UTV and floor buffing machine.

Perform setup and teardown for events held at BRC facilities.

Assist with related data maintenance and record keeping.

Assist Management Staff as needed.

Comply with LNRA Safety Manual.

Supervisory Responsibilities

This position does not include 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.

Education and/or Experience

High school diploma or general education degree (GED); or two years of general maintenance/custodian experience; or equivalent combination of education and experience.

Language Skills

Ability to communicate effectively in the English language, both orally and in written form.

Mathematical Skills

Basic math skills.

Reasoning Ability

Basic reasoning ability.

Certificates, Licenses, Registrations

Valid Texas Drivers License. Insurable driving record.

Other Skills and Abilities

Ability to read, write, and understand simple mixing directions of cleaning solutions, short correspondence, and memos. Ability to monitor a two-way radio and transmit messages as needed. Ability to develop and maintain public relations skills.

Other Qualifications

Must be able to work a flexible schedule including: days, evenings, weekends, and holidays.

Physical Demands

While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is required to stand; walk and stoop, kneel, crouch, or crawl. The employee must lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The employees must be capable of opening and closing wire and metal gates, and must be able to stoop to the ground to accomplish filing and stocking of supplies. Employee must be capable of climbing a minimum of one flight of stairs on an intermittent basis to retrieve supplies.

Work Environment

The noise level in the work environment is usually moderate.

Tools and Equipment Used

While performing the duties of this job, the employee is frequently required to operate the following equipment: Vacuum cleaner, floor polisher/buffing machine, hand tools including mop, broom, push broom, squeegee, toilet brushes, blower and motorized vehicles including ATV's and UTV's.