



JOB DESCRIPTION

JOB TITLE:	Kerrville Custodian
DEPARTMENT:	Kerrville Operations
REPORTS TO:	Director of Fleet and Kerrville Operations
REVISION DATE:	
CLASSIFICATION:	Non-Exempt

POSITION SUMMARY: The Kerrville Custodian works to monitor and maintain Kerrville and Oakhurst facilities according to Foundation standards.

PROGRAM MISSION: Kerrville Operations exists to maintain and protect Kerrville facilities, infrastructure, and associated Foundation assets while providing outstanding hospitality and service the H. E. Butt Foundation staff.

ORGANIZATIONAL VALUES: Rooted in our Christian faith, daily work reflects the values of Hospitality, Stewardship, Unity, and Excellence.

ESSENTIAL FUNCTIONS:

- Collect Trash and Recycle materials daily
- Provide preventive maintenance
 - Change HVAC filters - quarterly
 - Flush HVAC condensate drain lines - semi-annually
 - Change light bulbs and clean light fixtures as needed
 - Keep rain gutters clear of debris
- Monitor campus property including vehicles for vandalism, theft, system failures, unusual conditions, etc.
- Responsible for maintenance of tools, work areas, parts, and supplies
- Perform light carpentry and construction as directed by supervisor
- Respond to plumbing issues when needed
- Deliver and retrieve vehicles for maintenance
- Respond to maintenance needs, and/or emergency assistance
- Assist with improvement projects when assigned
- Observe safety and security procedures and report potentially unsafe conditions
- Performs other related duties as assigned by management

QUALIFICATIONS:

- High School diploma preferred or equivalent work experience
- 1+ year of related experience a plus
- Valid Drivers' License

COMPETENCIES-Knowledge, Skills, Abilities:

- Basic skills and experience using hand and power tools
- Ability to identify maintenance problems
- Strong active listening
- Strong time management skills in completing tasks
- Ability to recognize visual standards for facilities and grounds
- Work independently and within a team
- Knowledge of Personal Protective Equipment (PPE)
- Work unsupervised and meet deadlines

PHYSICAL REQUIREMENTS:

- Ability to perform physical work for up to 8 hours at a time
- Employee must frequently lift and move items up to 50 pounds
- Ability to climb ladders
- Must be able to safely and operate a motor vehicle

WORK ENVIRONMENT

- Ability to work outside on uneven terrain and in varying weather and environmental conditions.
- Employee is frequently exposed to loud noises and vibrations, moving mechanical parts, fumes and/or airborne particles.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or physical requirements. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYEE SIGNATURE

DATE

MANAGER SIGNATURE

DATE