



JOB POSTING

Job Title: Custodian
Location: Athens
Posting Dates: 3/15/2019 – 3/22/2019 at 5:00 PM

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.

Due to the nature of an electric utility, all employees are subject to working extended hours, holidays, nights, and weekends with or without notice.

Summary

Maintains buildings in a clean and orderly condition.

Responsibilities and Authorities

Within the limits of approved board policies, operating guides and procedures, assumes responsibility and has commensurate authority for the following activities:

- Sweeps, mops, scrubs and vacuums hallways, restrooms, break rooms, board room, training rooms and office space.
- Empties garbage containers.
- Notifies management concerning need for major repairs or additions to lighting, heating and ventilating equipment.
- Assists employees as needed.
- Follows Cooperative safety policies, procedures and regulations.
- Perform other duties as assigned by the Manager of Purchasing & Facilities, Director of Corporate Services Assistant General Manager/COO and/or the General Manager/CEO.

Education

High school diploma or equivalent.

Experience

One to three months prior experience preferred.

Abilities

Must be able to complete all functions of position with little or no supervision. If required to drive, must possess a valid driver's license and remain insurable by Cooperative automobile insurance carrier.

Working Conditions

While most of the duties of this position is indoors, the position requires frequent outside weather exposure.

Physical Requirements

Regularly required to stand, walk, use hands and fingers, handle or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl. Must regularly lift and/or move up to 25 pounds and frequently lift and/or move up to 50 pounds. Specific vision abilities required are close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities of personnel so classified.

How to Apply

- Internal candidates are to notify the Human Resources Department of their interest.
- External candidates may apply at any TVEC office, www.tvec.net, submit resume to P.O. Box 888, Kaufman, TX 75142 or email to addresses below:

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