

JOB INFORMATION

Effective Date	8/15/2021
Job Code:	9909
Job Title:	Custodian/Material Handler
Salary Grade/Structure:	080 - Support Staff
Career Level Name:	S1 - Entry Support
FLSA Name:	Non-Exempt
EEO Code:	60-Skilled Crafts
Job Function:	Facilities
Job Family:	General Maintenance
Job Summary	The Custodian/Material Handler assists the custodians and supervisor by lifting and carrying boxes of supplies up to 50 lbs. and operates the pallet jack to move the dumpsters from the compactor so it can be cleaned and then move the dumpsters back and hook them up to the compactor. He also uses it to move all the heavy supplies in the shipping/receiving. Performs custodial services at the UHCL Facilities ensuring a high level of cleanliness, safety and sanitation.

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/Preferred	
High School Diploma or GED		Required	

Work Experience

Experience	Experience Details	Required/Preferred	
Less than 3 yrs	in Custodial/Pallet Jack	Required	
Less than 3 yrs	in a Commercial Environment	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred
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Knowledge, Skills and Abilities

KSAs	Proficiency
• Oral/written communication (bilingual)	Skilled
• Strong Interpersonal skills	Skilled
• Ability to Problem solve	Skilled
• Ability to operate equipment, pallet jack, rider scrubber	Skilled

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
• Cleans, dusts, mops, vacuums campus offices and suites, classrooms, shops, labs, strips, waxes, buffs floor by hand with standard buffing machines and burnishers	25%
• Cleans restrooms, locker rooms, drinking fountains, glass mirrors, and replaces towels, toilet paper and soap	15%
• Shampoos rugs and upholstery, washes windows, cleans vents and fixtures, scrubs walls, mops floors, clean doors, operates vacuum cleaners, shampooers, buffers, window washers and similar equipment as needed. Uses germicides, soap, special cleaning compounds, polish etc., as required.	15%
• Empties waste baskets, smoking urns, ashtrays, etc. Disposes of trash, cleans and maintains custodial closets and equipment.	5%
• Cleans and polishes chrome, sink basins, dispenser machines, etc. Cleans chalkboards and chalk trays.	5%
• Cleans, moves and stores equipment and supplies. Breaks down inventory stock using utility knife and re-stacks to a manageable size for safe handling and operation.	10%
• Reports needed repairs of equipment or buildings to the custodial supervisor by using the building maintenance repair checklist.	5%
• Operates motorized pallet jack to move trash dumpsters fro daily trash pick-up and for palletized inventory stock.	10%
• Supports and follows the department's safety regulations.	5%

PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Craft Workers - Indoors

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing					X	
Walking					X	
Sitting						
Lifting					X	
Carrying					X	
Pushing					X	
Pulling					X	
Climbing					X	
Balancing					X	
Stooping					X	
Kneeling					X	
Crouching					X	
Crawling				X		
Reaching					X	
Handling					X	
Grasping					X	
Feeling					X	
Talking				X		
Hearing				X		
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold					
Extreme heat					
Humid					
Wet					
Noise					
Hazards					
Temperature Change					
Atmospheric Conditions					
Vibration					

Travel Requirements

Estimated Amount	Brief Description
5%	Travel between Pearland and UHCL campuses