



JOB DESCRIPTION

Job Title: Maintenance Custodian Technician
Salary Range: \$21,450 – \$24,310 (DOE)
Schedule: Part-time 6:30 a.m. – 12:00 p.m. (Monday – Friday)
FLSA Status: Non-Exempt
Revised: 04/13/26

General Description: Reporting directly to Deputy Chief Appraiser, this position performs interior and exterior work as a custodian and maintenance technician for the Nueces Central Appraisal District.

Responsibilities:

- Primarily responsible for making sure the building and fleet are always kept clean both inside and outside. Also, responsible for performing general maintenance throughout the building, and occasionally assist departments' needs when necessary.
- Compliance with all District policies
- Other duties as assigned, including special projects and assisting co-workers.
- Understands and supports safety standards as required by the job; keeps the workplace clean and safe.
- Examples of duties based on area are listed below:

Interior

- Throw all trash daily
- Clean bathrooms daily
- Sweep daily
- Mop daily
- Clean/dust all windows, surfaces, plexiglass, etc.
- Set up classroom and all other rooms for NCAD events
- Move furniture
- Change light bulbs
- Wax floors when necessary
- Texture walls and patch holes as necessary.
- Paint interior and exterior of building as needed.
- Remove/cap unused/empty electrical items.
- Replace ceiling tiles as necessary.
- Assist with yearly shred event with File Pro.
- Move and/or deliver supplies to each department.
- Restock copy paper in copy paper drawers.

Exterior

- Trim hedges
- Weed eat around NCAD building and around ESC parking spots for NCAD staff if necessary.
- Pull weeds
- General landscaping
- Blow parking lot
- Pick up all trash on both parking lots and around entire exterior of building and entire property.
- Spray weed killer.
- Pick up all palm tree debris.
- Change/set out parking lot signage as necessary.
- Stock supplies in each department as necessary.

Fleet

- Wash fleet vehicles
- Detail fleet vehicles
- Maintenance of fleet, air up tires, jump start vehicles, change batteries, add washer fluid, install windshield wipers, etc.
- Inspect fleet vehicles for damage, neglect, misuse, by appraisers and report back to appropriate personnel.
- Document and record monthly mileage of fleet vehicles.
- Gas duty

Building

- General knowledge of entire building.
- Disarm building security.
- Change out fire/smoke detectors.
- Addressing and fixing minor to major repairs.
- Report any issues or maintenance request to the appropriate personnel.
- Assist onsite contractors with general knowledge of the building.
- Climb roof to inspect HVAC system as necessary.
- Building preparation during hurricane season or other emergency situations

Misc

- Assist IT Dept with moving and lifting hardware.
- Assist IT Dept with running cable for IT purposes.
- Pick up orders from Sams Club, Autozone, Home Depot, etc.
- Monitor front door entrance when security is not available.
- Assemble/build furniture.
- All other duties as assigned.

Qualifications:

Education and Experience:

- High School diploma is required.
- Valid Texas Driver License and/or equivalent ability to legally operate a motor vehicle in Texas.

Skill Requirements:

- Must be familiar or have good knowledge of cleaning materials, techniques, and safety procedures.
- Ability to perform physically demanding tasks like lifting and bending.
- Must be proactive when it comes to carrying out his/her duties.
- Good communication skills to report issues or work with other staff.
- Must be able to work with little or no supervision.
- Must be self-motivated and diligent.
- Must be punctual and report to work on time.
- Prior custodial experience or similar cleaning position is required. Prior maintenance experience is preferred.

Physical Demands:

Position requires sitting, walking, bending, squatting, leaning, twisting, stretching arms, climbing up and down stairs/ladders, ramps, and grades for brief periods. May require jumping or hopping over small puddles, and/or other small obstacles such as curbs.

Environmental Conditions:

Will be required to conduct field work outside the office in all types of weather and all types of areas as workload demands. Temperature may range up to over 100 degrees in summer and near freezing in winter. Generally, work is limited to indoor office work as described above during inclement weather.