

Final Filing Date:

**Friday, November 30, 2018
at 4:30 p.m.**



City of Hesperia



**\$3601—
\$4378 per
month**

SENIOR CUSTODIAN

Recruitment is open/competitive and will establish an eligibility list to fill current and future Senior Custodian vacancies.

This position is represented by Teamsters Local 1932

FRINGE BENEFITS

CalPERS Retirement and excellent fringe benefits offered!

(See the reverse side of this flyer for complete details.)

SELECTION PROCESS:

All interested applicants are required to submit a City application. All applications will be screened and only those candidates who best match the needs of the City will be invited to compete further in the selection process. Based on the qualifications from this recruitment's applicant pool, the City will exercise its discretion to determine the weight of testing (100%, pass/fail, or a conversion 40%-60%). Testing may include a written, interview, and/or assessment examination. Applicants will receive notification regarding recruitment status within three (3) weeks of final filing date. Notifications are sent to applicants via email. Please be sure to add the following email to your contacts list: hr@cityofhesperia.us.

APPLICATIONS AVAILABLE:

On the City's website at www.cityofhesperia.us, City of Hesperia, 9700 Seventh Avenue, Hesperia, CA 92345, or call the City of Hesperia Job Line at (760) 947-1100.

POSTMARKED APPLICATIONS WILL NOT BE ACCEPTED

THE POSITION

The Senior Custodian performs minor maintenance tasks to repair the City's buildings and facilities. Assists in the planning and scheduling of projects. Assists with training of assigned personnel; identifies training opportunities and needs, and makes recommendations. Supervises the operation and maintenance of various types of equipment, tools and machinery. Maintains accurate records and reports of all work performed. Provides information as is appropriate and resolves service complaints. Demonstrates an understanding of and ensures safe work methods, procedures and practices, applicable policies and work methods associated with assigned duties. This position performs related and peripheral duties as necessary, and participates in the City's adjusted workweek schedule.

Custodian

City of Hesperia

9700 Seventh Avenue
Hesperia, CA 92345

Phone: 760.947.1100
Fax: 760.947.2978

Email: hr@cityofhesperia.us

FRINGE BENEFITS:

- Prior Public Service—CalPERS Formula 2.7% @ 55 (Employee contributes 8% (employee cost) and 1% (cost sharing) of annual salary)
- CalPERS Pension Reform Formula 2% @ 62 (Employee contributes 6.25% (normal cost) of annual salary)
- Health Benefits – up to \$1013 per month toward medical, dental and vision insurance
- City paid
 - Employee Only Premium for Dental Insurance
 - Employee Only Premium for Vision Insurance
 - Life Insurance (\$30,000 benefit)
- Short Term and Long Term Disability Insurance participation required
- Vacation (80 hours accrued during first year)
- 12 holidays
- Sick leave (96 hours per year)
- IRS 125 Plan Flexible Spending Accounts
- Employee Assistance Program available
- Tuition Reimbursement Program (Up to \$2,500 per fiscal year available for eligible employees)
- 457(b) Deferred Compensation Program available
- 9/80 Work Schedule/Adjusted Workweek Schedule participation required
- The City **does not** participate in the Social Security program, except for the mandatory 1.45% Medicare Contribution



QUALIFICATIONS:

Education and/or Experience: Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Senior Custodian. A typical way of obtaining the required qualifications is to possess the equivalent of three (3) years of custodial maintenance or related experience, and a High School diploma or GED; experience in a lead worker capacity or facility maintenance is desirable.

Knowledge of: Practices, methods, equipment and materials used in custodial maintenance and facilities repair; operational characteristics of standard hand and power tools used in custodial and facilities maintenance; occupational hazards and standard safety practices; methods and techniques of keeping records of work performed; general principles of supervision.

Skill to: Operate and maintain a variety of types of equipment, tools and machinery used on assigned work projects; operate an office computer and applicable software applications as required.

Ability to: Lead, assign, and participate in the activities of assigned custodial personnel; understand and follow directions; operate a motor vehicle as well as various hand and power equipment used in custodial maintenance and facilities repair; recognize potential problems and take corrective action; perform a variety of heavy manual tasks; use ladders to heights of twenty (20) feet; work independently and as a team; establish and maintain effective working relationships.

WORKING CONDITIONS:

Position requires prolonged or intermittent sitting, standing, walking on level, uneven, or slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, eye/hand coordination, and repetitive hand movement. The incumbent may frequently drive to different sites and locations; when working outdoors the incumbent may encounter extreme weather conditions, including, wet, hot, cold, wind, snow, ice, and heavy vehicle traffic. The need to lift, carry, push, and pull tools, equipment and supplies weighing up to 100 pounds is required. Additionally, the position requires both near and far vision when inspecting work, operating assigned equipment and the ability to accurately perceive sounds. The noise level in the work environment is usually quiet to moderate when indoors and moderate to loud when outdoors. The incumbent may use fuel, cleaning and lubricating chemicals, which may expose the employee to fumes, dust and air contaminants. The nature of the work may also require the incumbent to climb ladders, work in confined spaces, use power and noise producing tools and equipment, work in heavy vehicle traffic conditions and often work with constant interruptions.

ADA COMPLIANCE REASONABLE ACCOMMODATION FOR THE DISABLED

The City of Hesperia makes reasonable accommodation for the disabled, including an obligation to ensure that only the essential duties of the position are required to be performed. Individuals with disabilities requiring any accommodation, in order to participate in the testing process, must inform the Human Resources Division of the City of Hesperia in writing no later than the final filing date as stated on the job flyer. Also, those applicants needing such accommodations should document this request, including an explanation as to the type and extent of accommodations as well as documentation from a qualified authority of the requirements needed to participate in the selection process and/or perform the duties of the job for which they have applied.

IMMIGRATION LAW

All new employees hired by the City must present written proof of identity and entitlement to work in the United States by providing documentation in accordance with the Immigration Reform Act of 1986.

BACKGROUND CHECK

Prior to appointment, all candidates must successfully pass a confidential background investigation, which includes fingerprinting, drug and alcohol testing and medical examination.