

Final Filing Date:

**Friday, July 12, 2019 at
4:30 p.m.**



City of Hesperia

**\$19.32
per
hour**



PART-TIME CUSTODIAN

DS-19-07-005 (July 5, 2019)

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

Position not to exceed 960 working hours per fiscal year.



SELECTION PROCESS

All interested applicants are required to submit a City application using the online employment application system. 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. *Email: hr@cityofhesperia.us
*Please be sure to add email to your contacts list.

Please visit the Employment page at www.cityofhesperia.us to access the application and view full job description and expanded list of qualifications required for this position

THE POSITION

The Part-time Custodian will be responsible for general cleaning and maintaining floors, emptying trash, keeping aisles clear, cleaning windows, maintaining walls, light building maintenance duties such as painting, and assists with ordering and/or purchasing janitorial supplies. Ensures air conditioning, heating units and lighting systems are maintained in optimal working condition. Demonstrates a full understanding of applicable policies, procedures and work methods associated with assigned duties; will be required to participate with the City's adjusted workweek schedule; and perform other duties as required and necessary for this job.

City of Hesperia

9700 Seventh Avenue
Hesperia, CA 92345

Phone: 760.947.1100
Fax: 760.947.2978
Email: hr@cityofhesperia.us

Custodian



SPECIAL EMPLOYMENT CONDITIONS (PART-TIME)

All part-time/hourly employees are considered at-will and receive the following benefits:

- Sick leave (24 hours per year—eligible for use on the 90th day of employment)
- 457 (b) Deferred Compensation Program available
- Required participation in the Medicare and Social Security programs

THE COMMUNITY:

Serving as the Gateway to the High Desert, the City of Hesperia is conveniently located at the foot of the San Bernardino Mountain Range, 35 miles north of San Bernardino, 90 miles northeast of Los Angeles, and 195 miles south of Las Vegas, at the intersection of Highway 395 and Interstate 15. With an elevation of 3,250 feet, Hesperia is one of the largest cities in California, with an area of approximately 75 square miles, its adopted sphere of influence extends its geographic reach by an additional 36 square miles. Incorporated in 1988, the City of Hesperia's uncensored population is approximately 96,000. Hesperia offers the best of Southern California lifestyle with clean air, over 350 days of sunshine and deep blue skies that attract businesses and residents alike. With its strategic location, Hesperia is posturing itself to be a major distribution and logistics hub in the Southern California Region.

QUALIFICATIONS:

Requires a High School Diploma or GED, and two (2) years custodial experience or the performance of related work; or any combination of education and/or experience that provides the knowledge, skills and abilities necessary for satisfactory job performance.

License or Certificate: Possession of a valid class "C" California driver's license.

Knowledge of: Practices, methods, equipment and materials used in custodial functions; operational characteristics of standard hand and power tools used in custodial work; occupational hazards and standard safety practices; methods and techniques of keeping records of work performed. Operate and maintain a variety of types of equipment, tools and machinery used on assigned work projects.

Ability to: Operate various hand and power equipment used in custodial work; understand and follow instructions; recognize potential problems and take corrective action; perform a variety of light and/or heavy physical tasks; use ladders to heights of 20 feet; work independently; 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.

The provisions of this bulletin do not constitute a contract expressed or implied, and any provisions contained in this bulletin may be modified or revoked without notice.