



AN EQUAL OPPORTUNITY EMPLOYER
(WOMEN, MINORITIES, AND DISABLED ARE ENCOURAGED TO APPLY)

ANNOUNCES AN OPEN RECRUITMENT FOR:

CUSTODIAN I OR II

Application Deadline: October 31, 2017

DEPARTMENT: Public Works
LOCATION: Countywide
SALARY: **Custodian I** – Range 50 \$2804 \$2948 \$3093 \$3244 \$3410**
Custodian II- Range 54 \$3074 \$3235 \$3388 \$3556 \$3739**

****BENEFITS:** CalPERS Retirement System: Existing (“Classic”) CalPERS members as of January 1, 2013, (2% at 55) – Inyo County pays employee contribution for current CalPERS members; New CalPERS members hired after January 1, 2013 (2% at 62) will be required to pay at least 50% of normal cost. Medical Plan – Inyo County pays a portion of employee and dependent monthly premium on PERS medical plans; 100% of employee and dependent monthly premium paid for dental and vision; \$20,000 term life insurance policy on employee. Vacation – 10 days per year during the first three years; 15 days per year after three years; 1 additional day for each year of service after ten years to a maximum of 25 days per year. Sick leave – 15 days per year. Flex (personal days) – 5 days per fiscal year. Paid holidays – 11 days per year.

DEFINITION: To be responsible for the care, maintenance, and cleaning of assigned County buildings and related facilities; and to perform related duties as assigned.

ESSENTIAL JOB DUTIES: Vacuums, sweeps, mops, waxes, buffs, and scrubs floors; dusts, waxes, washes, and polishes furniture and woodwork; steam cleans carpets; cleans restrooms; washes windows and walls; moves and arranges furniture and equipment; may assist in a variety of semiskilled building maintenance activities and performs grounds maintenance and snow removal.

OTHER EXAMPLES OF DUTIES: Replenishes supplies; empties and cleans waste receptacles; replaces light bulbs; cleans and dusts books and shelves; polishes metal work; turns out lights and locks doors and windows; takes care of equipment and materials used in the course of work; performs other related duties as assigned.

EMPLOYMENT STANDARDS

Education/Experience: **Custodian I:** High school graduate or equivalent with a minimum six months experience performing comparable duties. **Custodian II:** High school graduate or equivalent with a minimum of one year performing Custodian I duties with the County of Inyo OR two years of experience performing custodian and/or maintenance duties.

Knowledge of: Methods, materials, and equipment used in the cleaning of buildings; safe work practices.

Ability to: Clean and care for assigned buildings and equipment; use a variety of janitorial equipment and materials; understand and carry out oral and written instructions; meet and maintain standards of physical endurance and agility; must have ability to stand, walk, kneel, crouch, stoop, squat, twist, climb, and lift up to 50 pounds; must have ability to reach and lift above shoulder level; work cooperatively with those contacted in the course of work.

Core Competencies:

The core competencies listed below and the ability to immediately demonstrate these competencies consistent with the position's level in the department and the specific work assignment:

- **Intensity:** Goes after the goal with passion; is results oriented, and gets the job done. *Key Concepts:* Risk-taker; results-oriented; and initiative driver.
- **Ethical Behavior:** Does what is right regardless of temptations and pressures to do otherwise; upholds the public's trust; and conducts self-according to a set of principles. *Key Concepts:* Respect; trust; responsible; fair; and caring.
- **Influence:** Affects successful outcomes for the organization through the use of masterful leadership, collaboration, and a keen understanding of the organization, its goals, and the interests of all parties. *Key Concepts:* Engaged; collaborative; strategic orientation; situational awareness; organizationally savvy; inspirational; energizing-empowering; team orientation; and change agent.
- **Commitment:** Successfully builds relationships with and promotes involvement of diverse groups; considers the needs of diverse clients when developing policies and procedures related to service; works closely with diverse groups to identify and deliver services that meet their needs and the strategic objectives of the program; establishes customer service as the single purpose to which all resources are dedicated; focuses on delivering the best services possible to the public; focuses on customer needs; and is committed to public service. *Key Concepts:* Public servant; and customer service.
- **Interpersonal Skills:** Possesses and uses versatile communication styles and approaches; understands the underlying psychology of why people act as they do and changes approach to affect positive outcomes; builds rapport throughout the organization; and develops human potential. *Key Concepts:* Staff development; communication; listening; delegation; recognition; and buy-in.
- **Resiliency:** Is adaptable; takes direct action; leads by example; exhibits tenacity. This leader is ready, flexible, self-reliant, and has a reputation for finding opportunities in difficult situations. *Key Concepts:* Action-orientation; adaptability; flexibility; agility; tenacity; survivability; courage; confidence; and intuition.
- **Craftsmanship:** Rejects the "good enough for government work" attitude; takes ownership of work done and results accomplished; takes pride in delivering quality services to customers; seeks out opportunities to develop new and creative solutions and programs; imagines possibilities; defines a vision, and works to bring vision into reality. *Key Concepts:* Innovative; imaginative; inventive; pride-in-work; accountability; self-development; and self-starter.

Special requirements: Must be available to work evening hours; must use various cleaning solvents and chemicals in the performance of duties; must possess a valid California Driver's License; must successfully complete pre-employment background investigation and physical examination.

SELECTION: Selection procedures will be determined by the number and qualifications of applicants and may include a qualification screening, written examination, and oral interview.

APPLICATION: Applications **must be received** in the Personnel Office, P.O. Box 249, Independence, CA 93526, no later than 5:00 p.m., **October 31, 2017 (postmarks not accepted)**. Must apply on Inyo County application form. A cover letter and/or resume will be accepted in addition to the application form but will not serve as a substitute for a completed application. **It is not acceptable to complete the application with statements like "See/Refer to Resume" or "See Attached"**. Incomplete applications will not be processed. Applications may be faxed to meet the deadline—original application with original signature must also be received.

REASONABLE ACCOMMODATION FOR INDIVIDUALS WITH QUALIFYING DISABILITIES: Inyo County will make reasonable efforts in the examination process on a case-by-case basis to accommodate persons with disabilities. If you have special needs, please contact (760) 878-0295 prior to the examination process.

CITIZENSHIP/IMMIGRATION STATUS: Inyo County employs only U.S. citizens and lawfully authorized non-citizens in accordance with the Immigration Reform and Control Act of 1986.

The County of Inyo has work sites located throughout Inyo County in the Owens Valley (Independence, Bishop, Lone Pine, Big Pine, and Olancho) and the Death Valley area (Death Valley, Shoshone, and Tecopa). Positions are assigned to a work site based upon the needs of the County. Positions may be temporarily or permanently reassigned to another work site as deemed necessary by the Department Head and/or County Administration.