



SUPERIOR COURT

COUNTY OF MADERA, STATE OF CALIFORNIA

ANNOUNCEMENT OF EXAMINATION

CUSTODIAN

Monthly Salary: \$2,063 - \$2,508

The individual hired for this position will be subject to a Furlough Program which will result in the reduction of the advertised salary.

Final Filing Date: August 14, 2015 by 12 noon

THE POSITION

Under general direction, independently performs a full range of custodial duties to keep court facilities maintained in a clean and sanitary condition; performs related work as required.

SUPERVISION EXERCISED

Exercises no supervision.

IMPORTANT AND ESSENTIAL DUTIES:

- Sweeps, mops, scrubs, and polishes floors in all areas.
- Spot cleans carpets.
- Dusts and polishes furniture and woodwork in all areas.
- Empties, cleans and lines waste receptacles and disposes of trash.
- Washes doors, windows, walls, ceilings, blinds, furniture and light fixtures.
- Cleans and disinfects restrooms; restocks restroom supplies as necessary.
- Strips, seals and buffs floors.
- Closes windows, turns off lights, and locks doors to secure buildings.
- Keeps basic records of work performed, timesheets, etc.
- Observes safe working practices, including maintaining storage areas in a safe condition.
- Follows label instructions to mix and dilute cleansers, disinfectants and stripping agents to ensure proper strength for use.
- Uses a variety of custodian tools, equipment and supplies; maintains equipment and materials in proper condition.
- Reports needed repairs to building services coordinator.
- May set up meeting rooms and rearrange furniture.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Standard safety and safe work practices.
- Equipment, tools and materials used in custodial work including cleaning materials and disinfectants and the effects of these compounds on surfaces.
- Safe operation of a variety of cleaning equipment, tools and hazardous waste removal.
- Hazards associated with cleaning compounds/agents.

An Equal Employment Opportunity/Affirmative Action Employer

Skill to:

- Operate a motor vehicle safely.

Ability to:

- Clean and care for court buildings and equipment.
- Travel to all court locations.
- Understand and follow written and oral instructions.
- Use a variety of janitorial equipment and materials.
- Work with minimal supervision.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Provide services in the most effective and efficient manner.

OTHER JOB RELATED DUTIES:

- Performs related duties and responsibilities as assigned.

WORKING CONDITIONS

- Must be available to work evening, weekend hours and emergency call out.
- Work around cleaning supplies.
- Wear specified safety equipment when necessary.

MINIMUM QUALIFICATIONS

Equivalent to graduation from high school and one year of experience that involve industrial or office janitorial services.

SPECIAL REQUIREMENTS:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, kneel, crouch, stoop, squat, twist, and lift 50 lbs.; exposure to cold, heat, outdoors, confining work space, chemicals, mechanical hazards, and electrical hazards; ability to travel to different sites and locations.

LICENSE OR CERTIFICATE:

Possession of valid driver's license and the ability to maintain insurability.

BACKGROUND CHECK REQUIREMENTS:

The final candidate will be required to submit to Live Scan Fingerprinting as a condition of employment should an offer be made. In addition, the final candidate will be required to submit verification of identity, citizenship or legal right to work in the United States.

EMPLOYEE BENEFITS:

Benefits of employment with the Superior Court, County of Madera includes 13 paid holidays and 1 floating holiday per year, 1 sick leave day per month (unlimited accrual); 2 weeks paid vacation after 1 year, vacation accrual increasing thereafter with years of service (45 days max accrual); 10 days management leave per fiscal year; Membership in the California Public Employees' Retirement System (CalPERS) pursuant to the provisions of California's 2013 Pension Reform Act (Act) and CalPERS Regulations. For those individuals with current or prior CalPERS membership status or "classic member" will be eligible for an enhanced 2.7% @ 55 retirement formula; employee contributes 8%. Individuals with no current or prior CalPERS membership status and who are defined as "new members" or new employees under the Act, will be eligible for the 2% @ 62 retirement benefit formula; employee contributes 6.25%. Superior Court participates in the CalPERS Health Benefit Program, and for certain selected health plans, the Superior Court pays 100% of health insurance premium for employee and 50% for either two-party or family coverage.

EXAMINATION PROCESS: A qualifications appraisal for the purpose of appraising the candidate's education, experience, and personal qualifications will be scheduled for those candidates who meet the minimum qualifications, and may be administered either by a written examination, oral interview, evaluation of education and experience, or any combination of qualifications appraisal determined by the Superior Court Personnel Division to be appropriate. The Personnel Division may limit the number of qualified applicants eligible to participate in the examination process. The Superior Court Personnel Division will make reasonable accommodations in the examination process for disabled applicants. Madera County Superior Court does not discriminate on the basis of race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, sexual orientation, sex, or age in any of its programs or activities.

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APPLICATION PROCESS:

Please review the Application Guidelines for requirements. A resume may be included with the application but will not be accepted in lieu of an official application. An application may be obtained by accessing the Madera Superior Court website at www.madera.courts.ca.gov or by visiting the Madera Superior Court Human Resources Division. Office hours are:

Monday - Friday, 8:00 am – 5:00 pm

MAILED APPLICATIONS:

If an application is mailed, the application and all copy of a valid California Certified Shorthand Reporter License must be received by the final closing date and time indicated. An application may be mailed to:

**Madera Superior Court
Human Resources Division
209 West Yosemite Avenue, Madera, Ca 93637**

NOTE: Postmarks, emails and faxes are not accepted.

ADA ACCOMMODATIONS:

If you are a person with a disability and in need of accommodations during your interview, please contact our office at 559-661-5197.

THE PROVISIONS OF THIS JOB BULLETIN DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT. THE MADERA COUNTY SUPERIOR COURT RESERVES THE RIGHT TO MAKE NECESSARY MODIFICATIONS TO THE EXAMINATION PLAN. SUCH REVISIONS WILL BE IN ACCORDANCE WITH MADERA COUNTY SUPERIOR COURT PERSONNEL POLICIES AND STANDARDS. QUESTIONS REGARDING THIS ANNOUNCEMENT MAY BE DIRECTED TO THE MADERA COUNTY SUPERIOR COURT, HUMAN RESOURCES DIVISION.

August 3, 2015