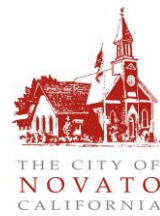


City of Novato is recruiting for a



CUSTODIAN

(Part-time, 20 hours per week)



THE POSITION

The City of Novato is recruiting for a CUSTODIAN.

****Please note the weekly work schedule****

Monday – Friday from 1:00 a.m. – 5:00 a.m. (20 hours per week)

The Custodian will perform general custodial duties in the maintenance and cleaning of assigned City buildings and facilities; perform minor maintenance and repair work; and perform related duties as assigned.

FINAL FILING DEADLINE

OPEN AND CONTINUOUS

**First review of applications will be on
September 6, 2017**

Early application submittal is encouraged

****This recruitment will establish an
eligibility list to be used for future
vacancies****

To apply for this position, please visit

**www.governmentjobs.com or
www.novatojobs.org**

No paper applications will be accepted.

COMPENSATION AND BENEFITS

\$1,814.50 – 2,205.50* per month

Placement in the salary range is dependent upon qualifications and experience.

3% Cost of Living Adjustments scheduled for 7/1/18.

Monthly contribution towards benefits up to \$587.50* per month based on benefit enrollment level.

MINIMUM QUALIFICATIONS

Experience: One year of experience in custodial work is desirable. Candidates must possess a valid Class C California Drivers' License.

Training: Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

Knowledge of: Modern methods, materials, and equipment used in custodial work including the hazards and use of toxic cleaning chemicals. Proper use, care, and storage of custodial equipment and materials and use of cleaning solution dilution/conversion and pH charts. Related trades necessary to complete job assignments including minor electrical replacement and appliance maintenance and repair, and the care and cleaning of painted and wood finishes. Occupational hazards and safety principles and practices of maintenance work including information provided on MSDS and safety data sheets and associated safe work practices.

APPLICATION AND SELECTION PROCESS

All applications, resumes and cover letters will be reviewed and those candidates who possess the most relevant qualifications for the position will be invited to continue in the selection process.

The City's actual job offer will be based on the depth and breadth of the candidates' experience and technical knowledge and skills, as well as on their ability to collaborate, communicate effectively, problem-solve, anticipate and take initiative. Successful completion of a medical examination, which includes drug testing, is required subsequent to the offer of hire. A probationary period is the final part of the selection process.

TO VIEW THE JOB DESCRIPTION IN ITS ENTIRETY, PLEASE VISIT www.novatojobs.org

DUTIES

A sample list of duties may include:

- Sweep, mop, scrub, wax, strip and polish floors; vacuum carpets.
- Dust and polish furniture, woodwork, fixtures and equipment.
- Wash windows and walls; clean desks, tables and countertops; empty and clean waste receptacles.
- Assist in repairing cabinets and countertops; perform minor repairs on doors, windows, floors, lockers, gates, roofs and ceilings.
- Picks up litter, empties and cleans trash containers; empties paper into main recycling bin.
- Clean and disinfect restrooms; replenish and maintain restroom supplies.
- Replace and maintain plumbing fixtures and perform basic plastering and painting repair.
- Move and arrange furniture and equipment; set up rooms for special meetings or events.
- Lock and unlock doors; open and close City buildings.
- Perform a variety of errands, including picking up and delivering materials and supplies.
- Replace lights and lightbulbs; adjust shades and blinds.
- Clean outside areas around and near facilities and buildings; pick up papers and other debris.

EMPLOYEE INFORMATION AND BENEFITS:

Employment Process: Applicants are screened for relevant education, experience and/or licensing requirements as stated on the job announcement. Those persons most qualified may be required to compete in any combination of written, oral, performance and/or assessment center examinations. Candidates who successfully pass the examination process are placed on the eligibility list.

Immigration and Reform Act: In compliance with the Immigration and Reform Act of 1986, the City of Novato will only hire individuals who are legally authorized to work in the United States.

Retirement: The City participates in the California Public Employees' Retirement System (CalPERS). In compliance with AB 340, CalPERS retirement formula is either 2% at 62 or 2% at 55 depending on eligibility.

Benefits: The City provides a specific dollar amount to each employee based on the employee's bargaining unit to apply to medical, dental, life and disability insurance. For the remainder of 2016, the City contribution is up to \$1,775 per month for the highest benefit enrollment level. The dental program and life insurance policy are mandatory. Health and disability options are available. Employees who do NOT enroll in a healthcare plan through the City will receive up to \$250 per month as an addition to their gross earnings.

Leaves: The City offers 13 paid holidays; 80 hours of vacation at the first year of service. Vacation accrual increases at each year of service. 12 days sick leave per year (unused sick leave applied to service credit at retirement).

The information in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.

The City of Novato is an Equal Opportunity Employer.

**The City will make reasonable efforts in the selection process to accommodate persons with disabilities.
Please advise the Human Resources Division of such special needs at the time of application.**