SUPERIOR COURT
COUNTY OF MADERA, STATE OF CALIFORNIA
ANNOUNCEMENT OF EXAMINATION

CUSTODIAN
(Extra Help)
Hourly Rate: $14.28 - $16.53
(Hourly Rate Effective October 1, 2021: $14.99 – $17.35)

Final Filing Date: Open Until Filled

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.
- 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 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.

Ability to:
- Clean and care for court buildings and equipment.
- 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

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying.

Experience: One (1) year of experience that involves industrial or office janitorial services.

Education: Equivalent to graduation from high school.

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 workspace, chemicals, mechanical hazards, and electrical hazards; ability to travel to different sites and locations.

LICENSE OR CERTIFICATE:

Possession of, or ability to obtain an appropriate valid driver's license or must be able to provide self-arranged transportation to primary work location.

PHYSICAL EXAMINATION REQUIREMENTS

As a condition of employment with Madera Superior Court a candidate may be required to complete a review of medical history and employment examination given by the Madera County Health Department and/or health care professional designated by Madera Superior Court.

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.

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 Human Resources to be appropriate. Human Resources may limit the number of qualified applicants eligible to participate in the examination process.

HOW TO APPLY

Please review the *Application Guidelines* for application requirements. The application is required and may be obtained by accessing the Madera Superior Court website at www.madera.courts.ca.gov or by visiting the Madera Superior Court's Human Resources Division. Human Resources office hours are: ***Monday - Friday, 8am – 5pm.*** A resume may be included with the application but will **not** be accepted in lieu of an official application. The "*Employment History & Experience"* section of the application form must be completed in its entirety. Failure to fully complete the application and/or sign the application

may result in disqualification.

MAILED APPLICATIONS

If an application is mailed, the application and all required documentation must be received by the final closing date and time indicated. An application may be mailed to: **Madera Superior Court Human Resources Division, 200 South G Street, Madera, Ca 93637.**

NOTE: Postmarks and facsimiles are not accepted.

ADA ACCOMMODATIONS

If you are a person with a disability and need accommodations during the interview process, please contact our office at (559) 416-5517.

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.

Revised August 23, 2021