

# County of Santa Cruz

INVITES YOU TO APPLY FOR:



## CUSTODIAN

Supplemental Questionnaire Required

Open and Promotional

Job # 22-FD2-01

Salary: \$3,562 – 4,507 / Month

Closing Date: Friday, August 12, 2022

**THE JOB:** Under supervision, provide care and cleaning for assigned areas in and around County buildings, offices, institutions and other facilities; and perform other duties as required. **The current vacancy is for full-time employment in the General Services Department. The eligible list established from this recruitment may be used to fill future full-time, part-time, substitute, and temporary (extra help) vacancies during the life of the eligible list.**

**THE REQUIREMENTS:** Any combination of training and experience that would provide the required knowledge and abilities is qualifying.

**SPECIAL REQUIREMENTS/CONDITIONS:** **License Requirements:** Possession of a valid California Class C Driver License is required for some positions. **Background Investigation:** Fingerprinting is required. **Special Working Conditions:** Exposure to variable temperatures; cramped work spaces; heights, such as on ladders; strong and unpleasant odors and fumes; noise; the possibility of exposure to infectious materials which might cause chronic disease or death; the possibility of exposure to toxic substances or chemical irritants; and for some positions, disturbing situations, such as cleaning the morgue after an autopsy.

**Other Special Requirements:** Availability to work a flexible schedule, including early mornings, evenings, weekends, holidays, and for emergencies, as needed.

**Knowledge:** Some knowledge of the methods, materials, and equipment used in cleaning and caring for floors, walls, fixtures and furniture.

**Ability to:** Quickly learn and apply the approved methods of cleaning and caring for buildings and equipment; read and understand signs, labels, work schedules and simple instructions and procedures; understand and apply rules and written and oral directions; enter simple information on forms, such as time cards and other records; follow safety policies, procedures and practices; learn to operate floor care machines; learn and apply aseptic cleaning procedures and infection control as related to custodial services is required for some positions; learn and apply safety practices and toxic materials handling procedures; interact effectively with others; perform heavy manual labor which includes moving furniture and custodial equipment and lifting items such as garbage cans and five-gallon containers of wax which weigh up to 75 pounds; perform tasks which require manual dexterity, such as repairing cleaning



equipment; perform tasks which require coordination and balance, such as washing windows while standing on ledges, changing light bulbs while standing on a ladder, and using floor buffers; distinguish colors to determine containment of toxic waste products; and distinguish sounds, such as warning signals over the sounds of machinery.

**THE EXAMINATION:** Your application and supplemental questionnaire will be reviewed to determine if you have met the education, experience, training and/or licensing requirements as stated on the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete in any combination of written, oral and/or performance examinations or a competitive evaluation of training and experience as described on your application and supplemental questionnaire. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months and your overall score will be based upon an evaluation of your application and supplemental questionnaire. If during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

**HOW TO APPLY:** Apply online at [www.santacruzcountyjobs.com](http://www.santacruzcountyjobs.com) or mail/bring an application and supplemental questionnaire to: Santa Cruz County Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For information, call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Personnel Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

**Women, minorities and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.**

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

### **CUSTODIAN - SUPPLEMENTAL QUESTIONNAIRE**

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application.

**NOTE: Please answer the question(s) below as completely and thoroughly as possible, as your answer(s) may be used to assess your qualifications for movement to the next step in the recruitment process.**

1. Describe your experience operating floor care machines.
2. Describe your experience working in a clinic environment dealing with infectious waste, biohazards and personal protective equipment.
3. Describe your experience with Material Safety Data Sheets (MSDS) and include a description on how you have used them in your work.
4. Are you willing and able to work 3:30 a.m. to 12:00 p.m.? Yes  No
5. Are you willing and able to work 1:00 p.m. to 9:30 p.m.? Yes  No

## **EMPLOYEE BENEFITS:**

**ANNUAL LEAVE** - 22 days first year, increasing to 37 days after 15 years of service. Available for vacation and/or sick leave.

**HOLIDAYS** - 14 paid holidays per year.

**BEREAVEMENT LEAVE** - 3 days paid in California, 5 days paid out-of-state.

**MEDICAL PLAN** - The County contracts with CalPERS for a variety of medical plans. For most plans, County contributions pay a majority of the premiums for employees and eligible dependents.

**DENTAL PLAN** - County pays for employee and eligible dependent coverage.

**VISION PLAN** - County pays for employee coverage. Employee may purchase eligible dependent coverage.

**RETIREMENT** - Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013(PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

**LIFE INSURANCE** - County paid \$20,000 term policy. Employee may purchase additional life insurance.

**DISABILITY INSURANCE** - Employees in the General Representation Unit participate in the State Disability Insurance (SDI) program. This program is funded 100% by employee payroll deductions.

**DEPENDENT-CARE PLAN** - Employees who make contributions for child or dependent care may elect to have their contributions made utilizing "pre-tax dollars."

**H-CARE PLAN** - Employees who pay a County medical premium may elect this pre-tax program.

**HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFSA)** - Employees may elect this pre-tax program to cover qualifying health care expenses.

**DEFERRED COMPENSATION** - A deferred compensation plan is available to employees.

**Note: Provisions of this bulletin do not constitute an expressed or implied contract.**

**County of Santa Cruz**

[www.santacruzcountyjobs.com](http://www.santacruzcountyjobs.com)

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