

The City of Renton is accepting applications for

CUSTODIAN – 3 Positions

(Represented by 2170 AFSCME)

Salary Range: \$2,826 to \$3,438 per month

Date Opened: March 28, 2008

Date Closed: April 11, 2008

APPLICATION PROCEDURE

To be considered for this position in the Community Services Department, complete and return a **City of Renton Application and Skill Sheet** on or before 5:00 pm on the closing date to HR & RM, 1055 South Grady Way, Renton, WA 98057. Postmarks are not accepted.

Applications may be obtained by using the following options:

- Download an application from the City's website, www.rentonwa.gov. Click on “City Jobs Available”;
- Request an application via email at bsandler@ci.renton.wa.us;
- Visit the Human Resources & Risk Management Department on the seventh floor at City Hall; or
- Call 425.430.7650.

NATURE OF WORK

Under the direction of the Custodial Services Supervisor, maintain assigned offices, restrooms and related facilities in a clean and orderly manner. Incumbents in the Custodian classification perform a variety of custodial duties to maintain facilities in a safe, clean and sanitary condition.

REPRESENTATIVE ESSENTIAL DUTIES

- Sweep, scrub, mop, and wax floors; vacuum and shampoo rugs and carpets in offices and other work areas; wash windows and walls; strip, wax and buff floors.
- Dust and polish furniture and woodwork; polish metal fixtures.
- Empty and clean waste receptacles; pick up paper; pick up trash containers and empty into large bins; maintain custodial room and cart in a clean and safe manner.
- Clean and disinfect restrooms including floors, walls, fixtures, appliances and mirrors; clean and sanitize toilets, urinals, sinks and drinking fountains; restock supplies including paper and soap dispensers.
- Move furniture and equipment; set up equipment and rooms for special events, meetings, lectures and other events.
- Perform minor non-technical repairs to buildings and fixtures; replace fluorescent light tubes; clean and adjust shades and blinds; report repair and maintenance needs and assist others in making repairs as required.
- Operate a variety of machinery and equipment including waxing and buffing machine, vacuums, scrubber and a variety of hand tools.

- Maintain records related to work performed including security checks and custodial supply orders.
- Perform related duties as assigned.

(Representative essential duties are intended to present the essential duties performed by employees in the classification and may not reflect all the duties performed in the job.)

KNOWLEDGE OF

Proper methods, techniques, materials, tools and equipment used in modern custodial work; Basic requirements for the safe maintenance of City facilities; Proper methods of storing equipment, materials and supplies; Requirements of maintaining City buildings in a safe, clean and orderly condition; Modern cleaning methods including basic methods of cleaning and preserving floors, carpets, furniture, walls and fixtures; Appropriate safety precautions and procedures.

ABILITY TO

Maintain offices, restrooms and other building facilities in a clean, safe and secure condition; Use cleaning materials, equipment and methods safely, efficiently and according to pre-determined standards; Learn and apply knowledge of schedules, procedures and use of equipment and supplies used in custodial work; Maintain tools and equipment assigned in clean working order and provide proper security; Maintain custodial records according to established procedures; Meet schedules and time lines; Work independently with little direction; Observe and report safety hazards and need for maintenance and repair; Lift objects weighing up to 50 pounds; Understand and follow oral and written directions; Work cooperatively with others; Communicate effectively with others.

WORKING CONDITIONS

Work involves heavy physical labor. Shifts to be determined.

MINIMUM REQUIREMENTS

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above. This position may have access to an area that is governed by Policy 250-16, "Electronic Data Security" and therefore a required check will be conducted to verify identification, state of residency and national fingerprint-based record checks within 30 days upon initial employment. Employment will continue based on a successful passing of this background check.

SELECTION PROCEDURE

- The top 75 applicants whose qualifications most closely meet the requirements of the position will be invited to participate in a competitive selection process consisting of a written exam weighted at 30% to be held on April 21, 2008. The highest scoring applicants completing the written exam will be invited to an oral board interview weighted at 70%.
- A 6-month eligibility list may be established following completion of the selection process.
- If you are invited to participate in the selection process and need ADA accommodation, please notify HR & RM at the time you are scheduled for testing. Healthcare provider documentation attesting to accommodation requirements shall be required prior to testing.

VETERAN'S PREFERENCE

In accordance with RCW 41.04, veterans who meet criteria for Veteran's Preference and achieve passing scores on competitive employment examinations may qualify to have 5 to 10% added to their final weighted score where a ranked eligibility list is established. If claiming Veteran's Preference, attach a copy of your DD214 to the back of the application along with the Veterans Status form. If the selection process does not include a competitively scored examination process with ranking, Veteran's Preference scoring criteria will not be applied. EOE-/bcs/3/08