



# CUSTODIAN

(Maintenance and Trade)

Promotional Examination No. 2250

Open-Competitive Examination No. 2251

**FINAL FILING DATE:** Thursday, July 10, 2008 at 5:00 pm – **OR UPON RECEIPT OF 100 APPLICATIONS (WHICHEVER OCCURS FIRST)**

**SALARY:** \$2542.00 - \$2974.00 monthly (\$1173.23 - \$1372.62 bi-weekly)

**EXCELLENT BENEFITS for employees and eligible dependents include:** PERS - 2.7% @ 55: employer pays employee's 8% share; life insurance and vision plan - City pays 100% premium; medical and dental plans - City contributes generously toward premiums; generous vacation, sick and holiday leave; deferred compensation; educational reimbursement policy; rideshare program.

## **DEFINITION**

Under general supervision, to keep assigned areas and City buildings in a clean, neat and orderly condition; to perform minor building maintenance work; and to do related work as required.

## **EXAMPLES OF DUTIES**

Sweeps, mops, scrubs, strips and waxes floors; cleans and vacuums rugs and carpets; cleans, dusts and polishes furniture, woodwork and cabinets; empties and cleans waste receptacles; cleans hallways, restrooms, offices and lobbies; cleans ceilings, walls, window shades, light fixtures and interior glass partitions and venetian blind; assist in moving and arranging furniture and equipment; polishes metal work; turns out lights and locks doors and windows; refills lavatory supply dispensers; replaces light bulbs and tubes; operates scrubbers, buffers, waxers and other equipment and machinery; cleans a variety of kitchen equipment and appliances; requisitions supplies as needed; regulates building temperatures; observes and reports needed repairs to buildings and equipment; performs some minor building maintenance work in the repair of doors, locks, windows and fixtures; may clean grounds, water lawns and plants and do pruning in areas adjacent to buildings; maintains equipment used in the course of the work.

## **MINIMUM QUALIFICATIONS**

**Experience:** One year of custodial experience.

**Knowledge of:** Custodial supplies, equipment and methods; proper materials and procedures used for cleaning purposes; basic hand tools used in routine building maintenance; safe work practices.

**Ability to:** Clean and care for an assigned area and equipment; follow oral and written instructions; perform minor building maintenance work; establish and maintain cooperative working relationships with others; read and write at the level required for successful job performance; work on own initiative without close supervision; meet physical and health status requirements for this classification and work category as described in the city's Medical Standards for Applicants and employees.

## **EXAMINATION**

The purpose of this examination is to establish an eligible list which may be used to fill position(s) of Custodian in the classified service. A written examination weighted 50% will be administered to evaluate all or portions of the above knowledge and abilities. An oral examination (weighted 50%) will be administered to evaluate qualifications, background and suitability. Candidates are required to attain an overall score of 70.00 to be placed on the open-competitive eligible list. Candidates who have attained permanent status as City employees are required to attain an overall score of 75.00 to be placed on the promotional eligible list

The City reserves the right to utilize alternative testing methods if deemed necessary. Failure to qualify in one phase of the examination process disqualifies the applicant from further consideration and participation in the remaining phase(s) of the examination.

The written examination for this classification is tentatively scheduled to be held July 22, 2008 at Career Link, 700 N. Bullis Road, Compton.

Open-competitive applicants who wish to apply for Veteran's credit must submit proof of service and honorable discharge by filing a copy of U.S. Military Form DD/214 **not later than the filing date.**

The City of Compton does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability, in employment or the provisions of services. Applicants with disabilities who require special testing arrangements must give advanced notice to the Human Resources Department **prior** to the final filing date.

Information and Application may be obtained from  
CITY OF COMPTON HUMAN RESOURCES DEPARTMENT  
205 SOUTH WILLOWBROOK AVENUE, COMPTON CA 90220  
(310) 605-5535; [www.comptoncity.org](http://www.comptoncity.org); Job Line(310) 605-5627  
See the reverse side of this bulletin for other important information - EOE/ADA

Released: July 1, 2008