



# City of Milpitas

## We invite applications for the position of: Maintenance Custodian III

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**Annual Salary Range:** \$57,404.62 - \$69,776.72

**Post Date:** October 19, 2017

**Close Date:** November 1, 2017

### Why Milpitas?

Located at the southern tip of the San Francisco Bay, the City of Milpitas is a dynamic community that is an integral part of the high tech Silicon Valley. With a much diversified resident population of 75,521, Milpitas features quality schools, conveniently located neighborhood parks and shopping centers. The role of every employee is to be committed to accomplishing the community's vision by providing fiscally sound, superior services.

You will be joining a community of 328 professional employees as diverse as the city they support. We are privileged to have such a unique workforce and to foster an environment that encourages those differences. We believe in supporting our employees' abilities and desires for professional growth, to better support retention and commitment throughout all career stages. Milpitas employees are proud and know that their contributions make a difference to the community as well as to their own career. We encourage you to check us out:

<http://www.ci.milpitas.ca.gov/>

### The Opportunity

The Maintenance Custodian III serves as a lead worker over a custodial crew and performs a variety of semi-skilled and skilled tasks in the maintenance and care of buildings and facilities. They will also perform the more complex and responsible tasks within the work unit, including training staff.

### What You Will Do

*Duties may include, but are not limited to the following:*

Serve as crew leader over an assigned custodial crew.

Provide guidance and training to less experienced personnel.

Assist Public Works Manager with daily supervision of personnel, include contract personnel, and the timely completion of assigned duties.

Check work of assigned crew.

Prepare reports as needed.

Maintain timesheets and other records as appropriate.



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Ensure that safety measures and practices are utilized at all times.

Oversee and participate in the maintenance and cleaning of assigned buildings and facilities.

### **Experience and Education**

Two years of increasingly responsible experience in the maintenance and care of public facilities.

### **License and Other Requirements**

Possession of, or ability to, obtain and maintain an appropriate, valid California Driver's license.

### **Selection Process**

Applicants whose qualifications best meet our current needs will be invited to participate in the selection process that may consist of an assessment of the candidate's written skills, computer skills, and an oral board interview. Meeting the minimum requirements listed in this job description does not guarantee advancement in subsequent phases of the selection process.

### **To Apply**

Submit application and resume online at [www.calopps.org](http://www.calopps.org) or to the Human Resources Department, City of Milpitas, 455 E. Calaveras Blvd, Milpitas, CA 95035, (408) 586-3090.

A complete job description is available on the City of Milpitas website: [www.ci.milpitas.ca.gov](http://www.ci.milpitas.ca.gov) (under Classification and Compensation) or from Human Resources.

The City reserves the right to close or re-open the recruitment at any time. Incomplete and/or inaccurate application materials may result in disqualification from the recruitment process.

Candidates will receive all communications by email regarding the recruitment process, which includes, but is not limited to, application status, testing dates, and interview scheduling. If you require alternate communications, please contact Human Resources at (408) 586-3090.

### **Benefits**

The City provides an excellent array of benefits that includes the following. This position is represented by the Milpitas Employee Association bargaining group. Benefits Information is available online at:

<http://www.ci.milpitas.ca.gov/milpitas/departments/about-human-resources-2/benefits/>

<http://www.ci.milpitas.ca.gov/wp-content/uploads/2016/02/Milpitas-Employee-Association.pdf>



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The City of Milpitas is an Equal Opportunity/ADA employer. Reasonable accommodation in the application, examination, and selection process will be made upon request to Human Resources at (408) 586-3090.

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