



245 E. Bonita Avenue, San Dimas California 91773-3002  
www.cityofsandimas.com

## **BUILDING MAINTENANCE AIDE**

Parks & Recreation Department  
\$12.00 hourly

**DEADLINE TO APPLY: Thursday January 31, 2019 at 5:30 p.m.**

### **HOW TO APPLY**

A City of San Dimas application must be submitted and may be completed online by visiting the City website at [www.cityofsandimas.com](http://www.cityofsandimas.com). Please do not send in applications by e-mail or fax. Questions may be directed to the Personnel Office at (909) 394-6211 or [kfrey@ci.san-dimas.ca.us](mailto:kfrey@ci.san-dimas.ca.us). A resume may be attached to the application, but does not substitute for a completed City application.

### **GENERAL PURPOSE**

Under general supervision, performs custodial services to maintain assigned area in a clean, orderly, safe and secure fashion, and performs related duties as required. Must be available mornings, evenings, weekends and holidays.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

#### City Hall, Community Building and Senior Center Duties:

- Secure city facilities as assigned
- Provide access to city facilities after hours
- Perform set-up or tear down of tables and chairs
- Set-up required equipment for meeting and activities
- Clean specified areas as assigned
- Perform light custodial duties
- Empty trash and sort recycling
- Pick up trash around exterior of buildings

- Restock dispensers
- Provide customer service to public and city staff

#### Park Restroom Duties:

- Provide access to park restroom facilities
- Sweep, mop and clean floors
- Empty and clean waste receptacles
- Pick up trash around exterior of restroom buildings
- Clean restrooms, including sinks, tile, toilets, floors, mirrors, walls and partitions and drinking fountains
- Polish metal work fixtures
- Fill paper dispensers
- Replace light bulbs
- Perform minor repairs as necessary
- Secure park restroom facilities
- Provide customer service to public and city staff
- Respond to emergency situations as required
- Remove and/or clean graffiti

#### Rental Duties:

- Perform required set-up for assigned activity
- Provide access to assigned facility at proper time
- Maintain contact with the person renting the facility to perform duties as required
- Provide supervision during the event to insure all policies and procedures are being adhered to
- Inspect facility prior to and after the event
- Complete required paper work
- Secure facility
- Maintain a clean and safe facility during event/activity

#### Swim & Racquet Club

- Perform light custodial duties
- Restock dispensers
- Empty trash and sort recycling
- Pick up trash around exterior of buildings
- Clear pool decks and secure area
- Secure city facilities as assigned
- Test water chemistry in swimming pool
- Clean specified areas as assigned

## **QUALIFICATIONS GUIDELINES**

### **Knowledge of:**

- Methods, materials and equipment used in building cleaning
- Safe work practices

### **Ability to:**

- Work mornings, evenings, weekends and holidays as needed
- Clean and care for assigned areas and equipment
- Use a variety of janitorial materials and equipment
- Perform general maintenance and minor building repair work
- Understand and carry out oral and written instructions
- Establish and maintain cooperative working relationships with others
- Read and write at a level required for successful job performance

### **Education/Training/Experience:**

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities.

### **Licenses/Certificates/Special Requirements:**

A current State of California Driver's license issued by the State Department of Motor Vehicles is required.

## **SELECTION PROCESS**

Interested persons who feel they meet the desirable qualifications should submit a completed City application. Not every applicant is interviewed. Selected qualified applicants will be invited to interview.

## **STATEMENT OF NON-DISCRIMINATION**

The City of San Dimas, California advises the public, employees and job applicants that it does not discriminate on the basis of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, sex, age or any non-merit based factor in admission to, treatment of or employment in its programs and activities.

In compliance with the Americans with Disabilities Act (ADA), The City of San Dimas will provide reasonable accommodations to qualified individuals with disabilities and

encourages both prospective employees and incumbents to discuss potential accommodations with the employer. EOE (Equal Opportunity Employer)

## **ABOUT THE CITY**

The City of San Dimas is located midway (about 27 miles) between Los Angeles and San Bernardino at the base of the San Gabriel Mountains. Superior access to freeways offers a centralized location from which to enjoy southern California's many excellent cultural and recreational activities.

San Dimas was incorporated in 1960 with a Council-Manager form of government. Its citizens receive a full range of services through the combined efforts of the City's five departments (City Manager's Office, Administrative Services, Parks & Recreation, Public Works and Development Services) and the contract services of Los Angeles County.