



THE CITY OF REDWOOD CITY
INVITES APPLICATIONS FOR:

MAINTENANCE CUSTODIAN

#25A-38

SALARY

\$ 5,690.75– 6,910.28 / Monthly

CLOSES: 7/20/2025 at 11:59 p.m.
(OPENS: 6/27/2025)

*Interested in joining the
Redwood City team?*

Submit your application via
www.CalOpps.org

Selection Process

Practical Exam is tentatively
scheduled for

Wednesday, August 20, 2025.

Those who pass, will be invited to
participate in an **Oral Board** interview
tentatively scheduled for **Thursday
August 28, 2025.**

The Practical Assessment and Oral
Board Interviews will be conducted
in person.

Candidates with a disability, which may
require special assistance in any phase of
the application or selection process, should
advise the Human Resources Division
upon submittal of application.

All applications will be reviewed for
completion, relevant education,
experience, training and other job-related
qualifications. Those who best meet the
stated qualifications and requirements for
the position will be invited to participate in
the selection process. The specifics of the
selection process will be communicated to
those selected candidates



WHY JOIN THE REDWOOD CITY TEAM?

We offer a wide range of meaningful career opportunities with potential for growth, training and development, competitive salaries, flexible work schedules, paid time off, and robust benefits. The Redwood City team is guided by the core values of *excellence, integrity, service, collaboration, inclusion and innovation*. Inherent in these values is a great organizational culture based on trust, strong and supportive leadership, respect, risk-taking, empowerment, and effective communication.

The community is known for its inclusivity, strong engaged neighborhoods, and civic pride. The City works diligently to maintain positive and productive relationships with community partners, together providing outstanding services, programs and opportunities for residents and businesses. This mix of tradition and progress, community and diversity, makes Redwood City an extraordinary place to work and call home. If you're looking to grow your career as a part of a hard-working Public Works Department that fosters innovation, creativity and collaboration, we encourage you to apply.

ABOUT THE POSITION

Under the direction of the Custodial Services Supervisor, the Maintenance Custodian serves as the worker in the duties of care and cleaning of assigned buildings and related facilities. The incumbent will be required to travel between several City buildings during their scheduled shift. Custodial services are provided seven days a week with shifts starting at 5pm and ending at 1:30am. Please note that schedules for this role could vary Monday-Sunday and will be determined prior to appointment.

Typical duties may include, but are not limited to the following:

- Sweep, vacuum, shampoo, and mop
- Dust fixtures and equipment up to twelve feet from floor.
- Wash windows and doors up to twelve feet from floor.
- Clean desk and countertops if cleared of items.
- Empty and clean waste receptacles, place in appropriate outside bins. Move recycle bins in and out of assigned buildings as assigned.
- Clean and maintain restrooms in assigned buildings and facilities.
- Replace light bulbs up to twelve feet from floor.
- Lock and unlock doors; turn light and machines on and off; set alarms.
- Pick up papers and other debris and place in appropriate container.
- Operate light duty equipment and machinery.
- Maintain effective communication utilizing email and phone during each assigned shift.
- Perform related duties as assigned.



BENEFITS

The successful candidate will enjoy the following benefits:

- **Retirement:** Public Employees Retirement System (PERS) CalPERS 2% @ 60 for current members or reciprocal agencies; 2% @ 62 for new members.
- **Health Insurance:** Choose from a range of HMO, PPO and EPO options; Maximum City contribution is \$2,373.74/month.
- **Dental & Vision Insurance:** The City pays 95% of the premium.
- **Life Insurance**
- **Employee Assistance Program**
- **Vacation Leave:** 10-25 days per year
- **Sick Leave:** 12 days per year
- **Paid Holidays:** 18 days per year
- **Bereavement Leave:** Up to 5 days
- **Fitness Center:** Access at City facilities
- **Education Reimbursement Program** up to \$1,500 annually
- **Commuter Program:** City matches up to \$100/month on commuter expenses.



THE IDEAL CANDIDATE

Will embrace the City's emphasis on excellent customer service; will be detail oriented and able to manage multiple tasks; will use initiative and independent judgment; will ensure that the employees observe safety rules, regulations and procedures; will be a team player who likes working with a variety of City staff and the public; have a good sense of humor.

MINIMUM QUALIFICATIONS:

Any combination of experience and training that would likely provide the required knowledge and abilities are qualifying. A typical way to obtain the knowledge and abilities would be:

Education, Training & Experience

Equivalent to completion of the eighth grade. Two years of custodial experience, preferably including some contact with the general public.

Knowledge of:

- Methods, materials, and equipment used in custodial work.
- Safe work practices.
- Proper and effective use of chemicals and cleaning solutions.
- Basic methods, materials, tools and equipment used in minor building maintenance.

Ability to:

- Organize and implement day-to-day work activities.
- Communicate clearly and concisely, both orally and in writing.
- Understand and carry out oral and written instructions well.
- Clean and care for assigned areas and equipment.
- Use a variety of custodial equipment and materials.
- Perform all physical aspects of assigned duties, including stooping, lifting, reaching, climbing ladders, and moving supplies and equipment.
- Work independently in the absence of supervision.
- Mix chemicals and cleaning solutions.
- Perform semi-skilled tasks in the maintenance of buildings and related facilities.
- Deal with the public in a positive manner.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.



A City application, resume and supplemental questionnaire is required. Prior to appointment, candidates will be required to pass a background check (at no cost to the candidate) including the following:

1. Criminal History Check
2. DMV Check
3. DOJ Fingerprint Check
4. Physical Examination
5. References

Note: Internal candidates may be required to complete the above-mentioned requirements.

Special Instructions: A City application and responses to the supplemental questions are required. Applications must be filled out completely. Failure to complete the application and supplemental questions will disqualify the applicant from the recruitment process. Failure to list work experience, education or training or stating "See Resume" in the work experience section of the application will be considered an incomplete application and subject to disqualification. Resumes must be attached separately, but resumes will not be accepted in lieu of a City application.

Supplemental Questionnaire Maintenance Custodian #25A-38

Please provide answers to the following questions. Failure to answer the questions will result in an incomplete application packet and your application will not be considered for the position. (Questionnaire responses must be submitted with the employment application.)

1. Do you have at least two years of custodial experience? (Yes/ No)
2. Please explain your custodial experience. Additionally, explain your experience working in contact with the general public, if you also possess that experience.
3. Please describe your experience using various types of custodial equipment.
4. Please describe your experience working with cleaning chemical dispensing systems.
5. Are you able to regularly drive between multiple City locations during your work shift? (Yes/No)
6. If the answer to question 5 is no, do you have access to daily transportation to get to multiple City locations during your work shift?

The City of Redwood City is proud to be an Equal Opportunity Employer!
*The Immigration Act of 1986 requires proof of identity and eligibility for employment at date of hire.
Any provisions contained in this bulletin may be modified or revoked without notice.*