



ABOUT THE CITY

The City of Redwood City is a San Francisco Bay Area community located in the heart of Silicon Valley, the technology-rich region extending from the San Francisco shoreline to the foothills of the Santa Cruz Mountains. Redwood City is the third largest city within the County of San Mateo, with over 84,000 residents. The city enjoys an average of 255 sunny days a year, which it boasts via the city slogan: "Climate Best by Government Test". We are a community that believes in working together to maintain and improve our quality of life. In fact, the City Council of Redwood City formally adopted a "Core Purpose" - Build a Great Community Together. This represents our commitment to community building, which is a crucial part of how we do business every day. Become a part of the team and join us in building a great community!



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ABOUT THE POSITION

The City of Redwood City invites you to apply for the position of Casual Maintenance Custodian. Under the direction of the Custodial Supervisor, the Casual Maintenance Custodian serves as the worker in the duties of care, upkeep, and cleaning of assigned buildings and related facilities. The incumbent may be required to travel between several City buildings during their scheduled shift. **This recruitment is to fill a position that has been designated to cover a night shift from 5 p.m., to 1:30 a.m., including weekends. This recruitment may also be used to fill similar casual positions through the City, shifts and schedules may vary, and may include daytime shifts as needed.**

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

- Sweep, vacuum, shampoo, mop, wax, strip, and polish floors.
- Dust and polish 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.
- Maintain custodial supplies and equipment in each assigned building and facility.
- May perform or assist in performing minor and/or basic carpentry, electrical, plumbing and building maintenance work.
- Operate light duty equipment and machinery.
- Maintain effective communication utilizing email during each assigned shift.
- Perform related duties as assigned.

This is a non-benefited casual position. A casual employee may not work more than 1000 hours per fiscal year.

THE CITY OF REDWOOD CITY
INVITES APPLICATIONS FOR:

MAINTENANCE CUSTODIAN ASSISTANT

#20C-8

(CASUAL/HOURLY)
On-Call

SALARY:
\$17.00 / hourly

Continuous
(Opened 01/01/2020)

Application Process

Apply online at
www.CalOpps.org

Member Agency: Redwood City

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.

Selection Process

All applications will be reviewed for neatness, accuracy, completion, relevant education, experience, training and other job related qualifications. The most qualified applicants will be asked to participate in the testing process, which will consist of an interview with Public Works Services Department staff.



BENEFITS

- This is a non-benefited casual position.
- Casual employees may not work more than 1000 hours per year.
- Casual employees will receive sick leave in accordance with State Law.

CITY VALUES

Our Core Purpose:

Build a Great Community Together

The values that guide us are:

- **EXCELLENCE:** Passion to do our best in each moment.
- **INTEGRITY:** Do the right thing, not the easy thing.
- **SERVICE:** We care and it makes a difference.
- **CREATIVITY:** Freedom to imagine and courage to act.

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 & Experience

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

Licenses & Certificates

Possession of, or ability to obtain, an appropriate, valid driver's license.

Knowledge of:

- Methods, materials, and equipment used in custodial work.
- Safe work practices.
- Procedures for requisitions and purchasing necessary materials and supplies.
- Proper and effective use of chemicals and cleaning solutions.
- Basic methods, materials, tools and equipment used in minor building maintenance.
- Basic carpentry, electrical and plumbing techniques.

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 in an independent manner.
- 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 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

Prior to appointment, candidates will also be required to pass a pre-employment physical at no cost to the candidate.

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.*