



THE CITY OF REDWOOD CITY
INVITES APPLICATIONS FOR:

MAINTENANCE CUSTODIAN ASSISTANT

#25C-8

(CASUAL/HOURLY)
On-Call

SALARY:
\$27.00 / hourly

Continuous
(Opened 1/2/2025)

Application Process

Apply online at
www.CalOps.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.



ABOUT THE CITY

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 **core values of excellence, integrity, service inclusion, collaboration 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.

ABOUT THE POSITION

The City of Redwood City invites you to apply for the position of Casual Maintenance Custodian Assistant. Under the direction of the Custodial Supervisor, the Casual Maintenance Custodian Assistant serves as the worker in the duties of care 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 throughout 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, 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.

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



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



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 of custodial assistant 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.
- 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 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

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.

BUILD A GREAT COMMUNITY TOGETHER



Any provisions contained in this bulletin may be modified or revoked without notice.