

CITY OF SOUTH SAN FRANCISCO EMPLOYMENT OPPORTUNITY

Applications are being accepted for the position of:

Building Maintenance Custodian

City of South San Francisco • Human Resources Department • 650.877.8522 • www.ssf.net • EOE

DEADLINE TO APPLY | WEDNESDAY, MAY 21, 2025 AT 5:00 P.M. OR UPON RECEIPT OF THE FIRST 100 QUALIFIED ONLINE APPLICATIONS, WHICHEVER OCCURS FIRST.

For detailed information and to apply online, go to: www.calopps.org

SALARY: \$61,713.00 - \$75,025.00 annually



The Parks and Recreation Department is the third largest department in the City and is organized by program area, with each program administered by a supervisor, coordinator, or specialist. The department is comprised of the Recreation, Parks, and Building Maintenance divisions. The Building Maintenance Division maintains 32 facilities totaling more than 563,000 square feet and over 275 acres of park land. The division provides janitorial, preventative maintenance services, and necessary building and related equipment repairs to all of the City's facilities, including interior and exterior work. The division also performs a variety of tasks, which include moving furniture, set-ups, and many other miscellaneous tasks as required.

IDEAL CANDIDATE

The ideal Building Maintenance Custodian will have knowledge of methods, materials, tools, equipment, and techniques used in performing custodial repair and maintenance; occupational hazards and safety practices and procedures related to the work; and techniques for dealing with the public, City staff, and representatives of contractors in an effective manner. The ideal candidate will also have the ability to maintain proper standards of cleanliness in assigned areas; follow written and verbal instructions; maintain basic records; and use materials, tools, and equipment safely and effectively; and establish and maintain cooperative working relationships with other employees and the general public.

SELECTION PROCESS

The process will first consist of a review of application materials, including responses to supplemental questions, which must be detailed and complete. A resume must be included but *does not* substitute for a completed application. The most highly suitable and qualified candidates will be invited to participate in a performance skills examination (weighted at 100%), tentatively scheduled for **Monday, July 14, 2025**.

Possession of minimal qualifications does not guarantee advancement in the selection process and placement on the eligible employment list. Top scoring candidates will be invited to the next phase of the selection process which will consist of a departmental interview.

QUALIFICATIONS

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

Experience: One year of janitorial experience.

Training: Equivalent to graduation from high school.

Licenses and Certificates: Possession of, or ability to obtain, a valid appropriate California driver's license and a satisfactory driving record, which must be maintained as a condition of employment.

HOW TO APPLY:

FINAL FILING DATE IS MAY 21, 2025 AT 5:00 P.M. OR UPON RECEIPT OF THE FIRST 100 ONLINE APPLICATIONS, WHICHEVER OCCURS FIRST.

Apply online via CalOpps at:

<https://www.calopps.org/city-of-south-san-francisco>