

**CITY OF SANTA MONICA
Human Resources Department**

1685 Main Street, Room 101 , P.O. Box 2200
Santa Monica, CA 90401
Main Phone:[310-458-8246](tel:310-458-8246)
Web Address:<http://www.smgov.net/hr>

Exam #:111770-01

CUSTODIAN II

SALARY \$3,263.00 - \$4,028.00 /Month

ISSUE DATE: 05/16/11

CLOSE DATE: 05/27/11

NOTE: If three or more qualified City employees apply and pass the examination, a promotional list will be established in addition to an open-competitive list. If fewer than three qualified City employees pass the examination, the appointing authority, in accordance with the City's civil service rules and regulations, can decline to use a promotional list, in which case a promotional list will not be established for this position.

Applications will be accepted by the Human Resources Department on one day only, Friday, May 27th, 8:00 a.m. — 5:00 p.m.

Leads, schedules and assists crews engaged in the maintenance of City buildings and park facilities. Orders supplies Responds to departmental complaints.

Duties may vary depending on assignment.

Leads, trains, schedules and assists a crew. Provides detailed work assignments and reviews work. Recommends disciplinary actions, and provides input into employee performance evaluations to supervisor. Maintains employee attendance records and reviews time cards.

Participates in maintaining facilities by performing a variety of maintenance and custodial duties, including cleaning offices; high pressure washing, stripping, and buffing floors; vacuuming carpets; washing walls; cleaning debris from floors, tennis courts, rooftops and gutters; and cleaning windows and kitchen appliances.

Removes graffiti by painting or utilizing removal products.

Orders materials and supplies. Tests new cleaning products and makes recommendations based on tests.

Responds to service inquiries and complaints from the public and City departments and takes appropriate action to resolve issues.

Secures door locks and windows for city facilities.

Moves equipment and furniture.

Performs minor maintenance and repairs.

Follows applicable safety rules and regulations.

Performs other related duties, as assigned.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.smgov.net/hr>

Job Title:Custodian II

Exam #:111770-01 Elke Hohls

[310-458-8246](tel:310-458-8246)

Custodian II Supplemental Questionnaire

*1.	Describe your recent, paid experience performing janitorial work using power cleaning equipment. Be specific and include in your response the types of cleaning tools, solutions and equipment you have used while performing janitorial work.
*2.	List and describe any courses or training in supervisory skills you have completed.
*3.	Based on your past work experience, describe the facilities that you were responsible for cleaning.
*4.	Do you possess a valid class C driver license?
	Yes No
*5.	Are you willing to accept permanent, part-time work (with benefits)?
	Yes No