

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](http://www.ssf.net) • EOE

**DEADLINE TO APPLY | OCTOBER 20, 2023 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](http://www.calopps.org)**

**HOURLY RATE:** \$28.81 - \$35.02 per hour



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 Parks and Recreation Department is composed of a Director and 22 full-time management positions. 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 includes moving furniture, set-ups, and many other miscellaneous tasks as required.

## **IDEAL CANDIDATE**

The ideal candidate 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 Building Maintenance Custodian 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 organize own work, set priorities, meet critical deadlines, and follow-up on assignments with a minimum of direction.

## **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 may 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 examination (weighted at 100%), tentatively scheduled for **the week of November 13, 2023**.

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 OCT 20, 2023 AT 5:00 P.M. OR UPON RECEIPT OF THE FIRST 100 ONLINE APPLICATIONS, WHICHEVER OCCURS FIRST.**

Complete online application form and supplemental questionnaire at:

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