

County of Santa Cruz

INVITES YOU TO APPLY FOR:



SUPERVISING CUSTODIAN

Supplemental Questionnaire Required

Open and Promotional

Job # 24-FD8-01

Salary: \$5,094 – 6,441 / Month

Closing Date: Friday, April 26, 2024

County Equity Statement

Equity in action in Santa Cruz County is a transformative process that embraces individuals of every status, providing unwavering support, dignity, and compassion.

Through this commitment, the County ensures intentional opportunities and access, fostering an environment where everyone can thrive and belong.

THE JOB: Under direction, to supervise the work of custodians engaged in the care, cleaning, and security of County buildings; plan, schedule, coordinate and supervise the work of custodial personnel; participate in the selection, or select staff; provide orientation to new employees; develop and conduct training sessions, including handling toxic materials, cleaning techniques, aseptic procedures and infection control as related to custodial tasks; inspect work performed; instruct lead workers and custodians to correct deficiencies in custodial work; maintain and perform other duties as required. **The list established will be used to fill the current vacancy and it may also be used to fill other vacancies during the life of the eligible list.**

THE REQUIREMENTS: Any combination of training and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be:

One year of experience performing duties equivalent to a Custodian Lead worker, or one year of custodial experience and one year of lead work or supervisory experience.

Special Requirements: License Requirements: Possession of a valid California class C driver license may be required for some positions. **Background Investigation:** Fingerprinting is required. **Special Working Conditions:** Exposure to; variable temperatures; confined work spaces; heights, such as on ladders; strong and unpleasant odors and fumes; noise; disturbing situations such as cleaning the morgue after an autopsy for some positions; the possibility of exposure to infections which might cause chronic disease or death; and



the possibility of exposure to toxic substances or chemical irritants. **Other Special Requirements:** Availability to work a flexible schedule, including evenings, weekends, holidays, and for emergencies, as needed.

Knowledge: Thorough knowledge of the methods, materials and equipment used in cleaning and caring for floors, walls, fixtures and furniture. Working knowledge of the principles of supervision and training; safety practices and of handling toxic materials as applied to custodial work; and aseptic procedures and infection control as related to custodial services may be required for some positions.

Ability to: Read, Supervise and coordinate the work of custodial staff; devise and adopt work procedures to changing needs; inspect custodial work and determine whether standards of aseptic cleanliness and attractiveness are being met; understand, interpret and apply rules and written and oral directions to specific situations; determine work priorities; prepare messages, instructions, procedures and reports; maintain accurate records.; Read and interpret written reports and directions; interact effectively with others; make simple arithmetic calculations; perform heavy manual labor which includes moving furniture, custodial equipment, and lifting items such as garbage cans and five gallon containers of wax which weigh up to 75 pounds; perform tasks, which require manual dexterity such as repairing cleaning equipment; perform tasks, which require coordination and balance such as washing windows while standing on ledges, changing light bulbs while standing on a ladder, and using floor buffers; and distinguish colors to determine containment of toxic waste products; distinguish sounds such as warning signals over the sounds of machinery.

THE EXAMINATION: Your application and supplemental questionnaire will be reviewed to determine if you have met the education, experience, training and/or licensing requirements as stated on the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete in any combination of written, oral and/or performance examinations or a competitive evaluation of training and experience as described on your application and supplemental questionnaire. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months and your overall score will be based upon an evaluation of your application and supplemental questionnaire. If during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

HOW TO APPLY: Apply online at www.santacruzcountyjobs.com or mail/bring an application and supplemental questionnaire to: Santa Cruz County Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For information, call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Personnel Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

Women, minorities and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

Some positions may require fingerprinting and/or background investigation.

SUPERVISING CUSTODIAN – SUPPLEMENTAL QUESTIONNAIRE

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application.

NOTE: Please answer the question(s) below as completely and thoroughly as possible, as your answer(s) may be used to assess your qualifications for movement to the next step in the recruitment process.

1. Describe your experience as a supervisor/lead worker, that demonstrates your ability to train and evaluate staff.
2. Describe your experience with Material Safety Data Sheets (MSDS) and include a description on how you have used them in your work.

EMPLOYEE BENEFITS:

ANNUAL LEAVE – 22 days first year, increasing to 37 days after 15 years of service. Available for vacation and/or sick leave.

HOLIDAYS – 14 paid holidays per year.

BEREAVEMENT LEAVE – 3 days paid in California, 5 days paid out-of-state.

MEDICAL PLAN – The County contracts with CalPERS for a variety of medical plans. For most plans, County contributions pay a majority of the premiums for employees and eligible dependents.

DENTAL PLAN – County pays for employee and eligible dependent coverage.

VISION PLAN – County pays for employee coverage. Employee may purchase eligible dependent coverage.

RETIREMENT – Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees’ Pension Reform Act of 2013(PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

LIFE INSURANCE – County paid \$20,000 term policy. Employee may purchase additional life insurance.

DISABILITY INSURANCE – Employees in the General Representation Unit participate in the State Disability Insurance (SDI) program. This program is funded 100% by employee payroll deductions.

DEPENDENT-CARE PLAN – Employees who make contributions for child or dependent care may elect to have their contributions made utilizing “pre-tax dollars.”

H-CARE PLAN – Employees who pay a County medical premium may elect this pre-tax program.

HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFSA) – Employees may elect this pre-tax program to cover qualifying health care expenses.

DEFERRED COMPENSATION – A deferred compensation plan is available to employees.

Note: Provisions of this bulletin do not constitute an expressed or implied contract.

County of Santa Cruz

www.santacruzcountyjobs.com