



CITY OF NORTH LAUDERDALE
Is seeking qualified applicants for the position of

HEAD CUSTODIAN
Grade 44 (Salary Range \$31,266 – \$53,540)

Open and Competitive

Opening Date 09/04/2018
Closing Date Open Until Filled
1st Review Date 09/18/2018

This position requires a skilled employee with janitorial work experience to maintain City buildings and facilities in a clean and sanitary condition, or other associated experience. The employee will act as a crew leader in carrying out work assignments, and will be responsible for overseeing the daily maintenance of floors, windows, furniture, bathrooms and all other City work areas normally associated with custodial services.

Work assignments are received each day, orally or in written form; however, since many of the assignments are repetitive, the employee is expected to carry out assignments with a minimum of detailed instructions and without close supervision during familiar phases of work. The Employee's work is subject to inspection while in progress and/or upon completion.

ESSENTIAL JOB FUNCTIONS

- Inspects the work of custodians in the cleaning of buildings, facilities and grounds.
- Orders and issues supplies and equipment and monitors inventory supply levels as needed.
- Uses appropriate chemicals and cleaners in a safe and productive manner; ensures personal, staff and public safety.
- Performs minor repairs and maintenance of cleaning and custodial equipment including but not limited to changing vacuum cleaner belts and bags.
- Monitors the condition of flooring in all assigned facilities; assists in scheduling routine appointments for cleaning.
- Trains custodians in safety and cleaning procedures and equipment.
- Floor Care: vacuums carpets, mops and/or waxes tile floors, spot clean tile or carpets.
- Bathrooms: Cleans toilets, urinals, sinks, fixtures, walls, floors, replaces paper supplies and soap in restrooms.
- Offices: Dusts blinds and furniture, vacuums or sweeps floors.
- Cleans windows, doors, walls, tiles, air conditioning vents, etc.
- Changes light bulbs, empties waste baskets, takes out trash for disposal and other normally performed functions of janitorial work.
- Sets up and takes down tables, chairs, platforms and podiums for meetings.
- Notifies supervisor of any repairs or maintenance needed at any buildings or facilities.

ADDITIONAL JOB FUNCTIONS

- Responds to departmental after hours situations as needed.
- Assists as needed in other department service areas.
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- The use and care of manual tools and light motorized equipment.
- Methods, materials, chemicals and equipment used in commercial cleaning.
- Safety procedures in the use of cleaning supplies and equipment.

Ability to:

- Understand and follow oral and written instructions; express ideas accurately, clearly and effectively.
- Perform work requiring strength and dexterity; perform work for extended periods of time while standing.
- Meet work schedule and attendance standards.
- Prepare and maintain records and reports.
- Work closely with staff from all departments; establish and maintain effective working relationships with other employees and the public.

DESIRABLE EXPERIENCE AND TRAINING

- High school diploma or GED; five (5) years janitorial work experience (maintenance, cleaning and other duties of commercial facilities).
- Experience in the care and maintenance of various types of flooring; experience in operating cleaning and janitorial equipment; experience in oversight and training of personnel or equivalent combination of education, training and experience.
- Previous supervisory experience preferred.
- Valid Florida Driver's License required.

PHYSICAL REQUIREMENTS

Tasks involve the intermittent performance of moderately physically demanding work, typically involving some combination of reaching, bending, stooping, kneeling, or crouching, and that may involve the lifting, carrying, pushing and/or pulling of moderately heavy objects and materials (20-50 pounds). May require occasional lifting, carrying, pushing, and/or pulling of heavier objects.

ENVIRONMENTAL REQUIREMENTS

Tasks are performed in outdoor and indoor environments. Due to the nature and non-specific location of the work environment, tasks include potential for intermittent exposure to disagreeable elements, e.g. heat, humidity, inclement weather. Some tasks include working in and around potentially hazardous environments and/or chemicals, where heightened awareness to surroundings and observance of established safety precautions are essential in avoidance of injury or accident.

Disclaimer

The above information on this description is intended to indicate the general nature and level of work performed by employees within this classification. This description is not intended to contain or be interpreted as a comprehensive inventory of all duties and qualifications required of employees assigned to this classification.

Oral Interviews – Date and time to be determined (by invitation only)

Submit application: Online: <https://selfservice.nlauderdale.org/MSS/employmentopportunities/>

or

City of North Lauderdale - Human Resources Department
701 S.W. 71st Avenue
North Lauderdale, FL 33068

Fax: (954) 724-6975 E-Mail: llarrieux@nlauderdale.org Website: www.nlauderdale.org

In-House Applicants: If you are interested in applying for this position, please submit a memo to the Human Resources Department through your Department Head. The memo should explain why you are eligible for this position.

AN EQUAL OPPORTUNITY EMPLOYER

DRUG FREE WORK PLACE

EMPLOYMENT INFORMATION

(This information does not replace, add to, or change any Personnel Rules, or otherwise written instructions or regulations.)

AN EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION EMPLOYER:

All applicants receive consideration for employment without regard to age, ancestry, color, marital status, national origin, physical or mental disability, political affiliation, race, religious creed, sex or other non-merit factors (except as limited by Law, City Civil Service Rules, or bonafide occupational qualifications).

APPLICATIONS:

Application forms should be filled out completely and should clearly show that the minimum qualifications are met. Applications not completed in full may be disqualified. All statements made on the application are subject to investigation and verification. A separate application must be filed for each position. Verification of education, if required under this announcement, must be submitted prior to consideration for appointment. Social Security Card must be presented at time of appointment.

Applications and information may be obtained by contacting: North Lauderdale Human Resources Department, City Hall, 701 SW 71st Avenue, North Lauderdale, Florida 33068 (954-724-7068).

CHANGE OF ADDRESS:

Applicants are responsible for notifying the Human Resources Department of any change of address and/or telephone number.

EMPLOYMENT STANDARDS:

Experience means full-time paid experience unless the announcement states volunteer experience is acceptable. (Part-time paid experience may be accumulated to meet the total experience requirements). When an examination includes a rating for training and experience only training and experience information submitted prior to the closing date will be considered.

EXAMINATION RESULTS:

Scores and standings on eligible lists will not be given upon request.

HIRING PROCEDURES AND SELECTION:

Employment lists are established by ranking candidates according to their overall scores in the examination. The candidates must be successful in each part of the examination. To fill each vacancy, the hiring department will make a selection from among the top three ranks on the employment list. A candidate who is not selected will remain on the employment list for one year and will be certified to other similar Vacancies as they occur.

PRE-EMPLOYMENT DRUG SCREENING:

Each applicant shall execute a consent form. Each person selected to fill a position shall undergo drug screening prior to appointment. An offer of employment is not binding until a candidate has passed this examination and other pre-employment background and reference checks.

PROBATIONARY PERIOD:

The probationary period is the final phase of the examination process. Each original open-competitive appointment to a permanent position shall be subject to a probationary period of one year. Each promotional appointment shall be subject to a six month probationary period.

RESIDENCE REQUIREMENT:

Applicants are not required to reside in North Lauderdale in order to be eligible to compete in an entrance examination.

TRAVEL AND RELATED EXPENSES:

The City of North Lauderdale does not reimburse applicants for any travel or related expenses incurred in connection with applying and competing for employment.

VETERAN'S PREFERENCE:

A veteran who enters an open-competitive examination shall be eligible to receive preferential credit added to the total passing score earned in the examination as provided for in the Personnel Rules. To obtain veteran's preference candidates MUST submit a copy of separation papers (FORM DD-214) at the time the application is filed.

EMPLOYEE BENEFITS

The following explanation of benefits applies to employees in permanent full-time positions. Some benefits differ, depending on the employee unit.

VACATION:

Employees earn 12 days of vacation leave a year for the first five (5) years of continuous employment. Employees accrual rate changes based on years service over five (5) years.

SICK LEAVE:

96 hours of sick leave are earned each year. Accrued sick leave may be used as needed for personal illness.

HOLIDAYS:

The City of North Lauderdale observes 12 regular holidays a year and such other days as the City Council may designate. When a holiday falls on Saturday or Sunday, the preceding Friday or the following Monday may be declared a holiday for city employees.

WORKING CONDITIONS:

The basic work week is five days, 40 hours for most Divisions.

HEALTH PLANS:

Medical insurance, hospital coverage is available to all full time employees and their dependents. The City provides life insurance to all employees.

ADDITIONAL BENEFITS:

The City program includes retirement, survivor benefits and disability benefits to employees in selected job classifications.

SALARY:

The salary range for each position is listed on the examination announcement.

CREDIT UNION:

Credit Union membership is available to employees providing the following services: Loans, systematic savings, dividends, financial counseling, car loans, notary service, and more.