# CSUB JOB ANNOUNCEMENT

<table>
<thead>
<tr>
<th>Position Title</th>
<th>LEAD CUSTODIAN</th>
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<tbody>
<tr>
<td>Recruitment #:</td>
<td>#1954</td>
</tr>
<tr>
<td>Full/Part-Time:</td>
<td>Full-Time</td>
</tr>
<tr>
<td>Employment Type:</td>
<td>Permanent</td>
</tr>
<tr>
<td>Bargaining Unit:</td>
<td>R05</td>
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<tr>
<td>Salary:</td>
<td>$2,713 - $4,476 per month</td>
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<td></td>
<td>Non-Exempt</td>
</tr>
<tr>
<td>Department:</td>
<td>Facilities Management</td>
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<tr>
<td>Available:</td>
<td>Immediately</td>
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<tr>
<td>Special Conditions:</td>
<td>Background/ Fingerprint, Pre-Employment Physical, valid CA Driver’s License</td>
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<tr>
<td>Sensitive Position:</td>
<td>Yes</td>
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<tr>
<td>Posted:</td>
<td>November 13, 2015</td>
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<tr>
<td>Closing Date:</td>
<td>December 1, 2015 – Extended to December 18, 2015</td>
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**APPLICATION PACKET REQUIREMENTS**

This position requires *(including those on campus)* submission of:
- A standard CSU, Bakersfield job application (download at: [http://www.csub.edu/bas/hr/employrecruit/job%20status%20inquiry/index.html](http://www.csub.edu/bas/hr/employrecruit/job%20status%20inquiry/index.html))
- Names of three professional references
- Copy of degree/transcripts/typing certificate, if required
- Brief description of how you are qualified for this position by virtue of your interest, aptitude, education and experience required.

Within the Business and Administrative Services Division, Facilities Management is responsible for the continued maintenance of campus facilities and grounds, for providing services in a reasonable and timely manner, and for maintaining a quality oriented organization geared toward the enhancement of the educational environment.

Lead Custodian performs work assignments that typically include the full range of custodial work; assist other custodial staff in performing their duties; and provide support during absences; train and instruct others in the performance of their duties, including appropriate custodial practices and techniques, and the safe use of equipment and materials; assign, review, and inspect the work of assigned staff, including completing inspection forms; coordinate custodial support for campus events; identify and report equipment, supply, and repair needs; identify and order necessary supplies and materials.

**DUTIES:** Work assignments typically include some or all of the following:
**Cleaning Tasks**
- Clean and maintain assigned areas, including such activities as dusting and cleaning all surfaces;
- Cleaning glass doors, windows, and blinds;
- Cleaning off graffiti; cleaning furniture and upholstery;
- Cleaning light fixtures;

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- Cleaning stairwells, walkways, and elevators and performing general housekeeping;
- Provide custodial support, including activities such as responding to custodial/cleaning emergencies;
- Identify and organize necessary work materials and equipment, which may include loading and unloading cleaning supplies, and materials;
- Operate and maintain appropriate hand and powered equipment and tools, supplies, and materials to perform assigned duties;
- Polishing woodwork and metal surfaces;

**Restroom Maintenance**
- Cleaning and disinfecting toilets, urinals, sinks
- Cleaning walls, mirrors, restroom fixtures
- Emptying the trash
- Replenishing supplies;

**Floor Maintenance**
- Clean and maintain campus floors, including sweeping;
- Dry and/or wet mopping;
- Stripping, sealing, waxing, and polishing floors;
- Vacuuming;
- Spot and deep cleaning of carpets;
- Use and care for powered floor cleaning equipment;

**Repairs and Maintenance**
- Replacing lamps in light fixtures;
- Making minor repairs and adjustments to equipment and furniture, such as oiling doors, tightening screws, and replacing feet on chairs and tables;
- Provide general campus support by reporting facility repair needs identified during custodial rounds;

**Set-ups**
- Arranging and setting up furniture, equipment, and related items;
- Serving as a special event custodian;
- Participating in campus event set-up and clean up

**Trash removal**
- Removing trash and recyclables;

**Access Control**
- Safeguarding assigned areas from unauthorized use and access by locking and unlocking doors and windows;

**Driving**
- May be required to use a motor vehicle, such as a truck, or electric cart to transport custodial equipment, materials, and supplies.

**Other Job Duties**
- Perform other job-related duties and special projects as assigned
- Attend Training and maintain skill currency as appropriate to safely and effectively complete assignments

**REQUIRED QUALIFICATIONS:** Requires two years of recent (within 3 years) experience in industrial or educational custodial work. Working knowledge of the methods, chemicals, and equipment used in custodial work and of the safety and sanitation practices and measures; and effective lead/supervisory practices and techniques. Incumbent must possess a valid CA driver’s license ([attach copy to application]) or ability to obtain by date of hire, and successfully pass a pre-employment physical exam and background/fingerprint check.

- Ability to provide lead work direction, including training others in proper work methods and safety and providing feedback on work performance.
- Read and write English at a level appropriate to the duties of the position.
- Use computers to track work orders and order supplies and materials.
- Observe and use safe working practices.
- Frequent and intermittent standing and walking up and down stairs on even and uneven ground.
- Continuous use of hands for grasping, fine manipulation, twisting, fingering and gross manipulation.

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• Occasional to frequent reaching above, at and below shoulder level
• Occasional to frequent pushing and pulling, bending, stooping and twisting.
• Lifting and carrying of up to 50 lbs.
• Perform strenuous tasks (i.e. push full commercial type 3-yard trash bin)
• Repetitive use of hands and arms.
• Exposure to dust, fumes and chemicals.
• Follow simple oral and written directions; read and write at a level appropriate to the duties of the position.
• Maintain effective working relationships with staff, students and fellow workers
• Must be able to work overtime, occasional holidays, and adjust working hours to meet special jobs. May be called back periodically to perform work as needed on an emergency basis.

PREFERRED QUALIFICATIONS:
• Five years of recent experience (within past 10 years) in industrial custodial maintenance work.
• Experience working in a college or university custodial department
• Demonstrated skills in an institutional/educational environment utilizing a customer-oriented and service-centered attitude.

SCREENING: Only those applicants possessing experience most directly related to the immediate needs of the office will be invited to appear before a Qualifications Appraisal Board for the purpose of appraising training, experience and interest in the position.

BACKGROUND CHECK: A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

SENSITIVE POSITION: Sensitive positions are designated by the CSU as requiring heightened scrutiny of individuals holding the position, based on potential for harm to children, concerns for the safety and security of the people, animals, or property, or heightened risk of financial loss to the CSU or individuals in the university community.

MANDATED REPORTER: The person holding this position is considered a “mandated reporter” under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

DESIGNATED POSITION: If the duties of this position include participation in decisions that may have a material financial benefit to the incumbent, the selected candidate will be required to file Conflict of Interest Form 700: Statement of Economic Interest when they first occupy the position, and on an annual basis, complete ethics training within 6 months of appointment, and attend this training every other year thereafter.

GENERAL INFORMATION: It is the policy of California State University; Bakersfield to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees will be required to present documentation verifying their right to accept employment. You will also be requested to present a social security card at the time of initial appointment in compliance with state payroll regulations. State regulations require that every state employee sign the Oath of Allegiance prior to commencing the duties of his/her State employment, except legally employed non-citizens. These individuals are required to sign the Declaration of Permission to Work.

APPLICATION PROCEDURE: Official California State University, Bakersfield application forms must be completed in full and received in the Human Resources Office by 5:00 p.m. on/or postmarked by the specified closing date, unless otherwise indicated. Resumes are welcomed but will not be accepted in place of the official application. E-mailed or faxed applications or resumes will also not be accepted. Applications are available outside the Office of Human Resources and may be downloaded from the Human Resources website. Candidates who reside outside the city of Bakersfield may contact the Office of Human Resources and request that an application be mailed to their residence. It takes a minimum of 4-6 weeks from the closing date for a position to be filled. To check the status of your application, go to the Human Resources’ Job Opening/Status Inquiry page at http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html and click on the “Job Status” icon link. Applicants will not receive individual notifications. Upon submission, all application materials become the exclusive property of California State University, Bakersfield and will not be copied or returned.

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