



AN EQUAL OPPORTUNITY EMPLOYER
(WOMEN, MINORITIES, AND DISABLED ARE ENCOURAGED TO APPLY)

ANNOUNCES AN **OPEN RECRUITMENT** FOR:

CUSTODIAN I – TEMPORARY

DEPARTMENT: Public Works
LOCATION: Bishop, CA
SALARY: Range 50 \$15.97/hr. – no County benefits
HOURS: 8:00 a.m. to 5:00 p.m. – Monday through Friday
TERM: May not exceed six months

DEFINITION: To be responsible for the care, maintenance, and cleaning of assigned County buildings and related facilities; and to perform related duties as assigned.

ESSENTIAL JOB DUTIES: Vacuums, sweeps, mops, waxes, buffs, and scrubs floors; dusts, waxes, washes, and polishes furniture and woodwork; steam cleans carpets; cleans restrooms; washes windows and walls; moves and arranges furniture and equipment; may assist in a variety of semiskilled building maintenance activities and performs grounds maintenance and snow removal.

OTHER EXAMPLES OF DUTIES: Replenishes supplies; empties and cleans waste receptacles; replaces light bulbs; cleans and dusts books and shelves; polishes metal work; turns out lights and locks doors and windows; takes care of equipment and materials used in the course of work; performs other related duties as assigned.

EMPLOYMENT STANDARDS

Education/Experience: High school graduate or equivalent with a minimum six months experience performing comparable duties.

Knowledge of: Methods, materials, and equipment used in the cleaning of buildings; safe work practices.

Ability to: Clean and care for assigned buildings and equipment; use a variety of janitorial equipment and materials; understand and carry out oral and written instructions; meet and maintain standards of physical endurance and agility; must have ability to stand, walk, kneel, crouch, stoop, squat, twist, climb, and lift up to 50 pounds; must have ability to reach and left above shoulder level; work cooperatively with those contacted in the course of work.

Special requirements: Must be available to work evening hours; must use various cleaning solvents and chemicals in the performance of duties. You may be required to drive a motor vehicle in the course of employment and must possess a valid operator's license issued by the State Department of Motor Vehicles. Must successfully complete a pre-employment background investigation and physical examination. Your position may be required to serve as a Disaster Service Worker during a County emergency.

SELECTION: Selection procedures will be determined by the number and qualifications of applicants and may include a qualification screening, written examination, and oral interview.

APPLICATION: **This recruitment will remain open until position has been filled.** Must apply on Inyo County application form. Applications **must be received** at the Inyo County Personnel Department, P.O. Box 249, Independence, CA 93526. A cover letter and/or resume will be accepted in addition to the application form but will not serve as a substitute for a completed application. **It is not acceptable to complete the application with statements like "See/Refer to Resume" or "See Attached"**. Incomplete applications will not be processed. Applications may be faxed to meet the deadline—original application with original signature must be mailed.

THIS RECRUITMENT MAY ESTABLISH AN ELIGIBILITY LIST WHICH MAY BE USED FOR ONE YEAR IN FILLING VACANCIES WHICH MAY OCCUR IN THIS JOB CLASSIFICATION AND SALARY RANGE.

REASONABLE ACCOMMODATION FOR INDIVIDUALS WITH QUALIFYING DISABILITIES: Inyo County will make reasonable efforts in the examination process on a case-by-case basis to accommodate persons with disabilities. If you have special needs, please contact (760) 878-0295 prior to the examination process.

CITIZENSHIP/IMMIGRATION STATUS: Inyo County employs only U.S. citizens and lawfully authorized non-citizens in accordance with the Immigration Reform and Control Act of 1986.

The County of Inyo has work sites located throughout Inyo County in the Owens Valley (Independence, Bishop, Lone Pine, Big Pine, and Olancho) and the death Valley area (Death Valley, Shoshone, and Tecopa). All positions are considered Countywide. Positions are assigned to a work site based upon the needs of the County. Positions may be temporarily or permanently reassigned to another work site as deemed necessary by the Department Head and/or County Administration.