



**COUNTY OF LOS ANGELES**  
invites applications for the position of:

## **CUSTODIAN**

**SALARY:** \$2,292.10 - \$2,998.82 Monthly  
\$27,505.20 - \$35,985.84 Annually

**OPENING DATE:** 07/03/17

**CLOSING DATE:** 07/25/17 05:30 PM

### **POSITION/PROGRAM INFORMATION:**



**FILING START DATE:** Filing will begin on Monday, July 10, 2017 at 7:00 a.m., PST, and will be suspended after the first 500 online applications are received or on Tuesday, July 25, 2017 at 5:30 p.m., PST, whichever occurs first.

**EXAM NUMBER:** W6774D

**TYPE OF RECRUITMENT:** Open Competitive Job Opportunity

#### **DEFINITION:**

Maintains County offices, hospitals, health and correctional facilities, institutions, and buildings in a clean, sanitary, and orderly condition.

#### **CLASSIFICATION STANDARDS:**

Positions allocable to this class typically report to a custodian supervisor, and are characterized by the performance of routine cleaning, sanitizing, and polishing duties in buildings.

These positions require the ability to read and understand supply warning labels and product instructions; safely mix and apply cleaning and sanitizing solutions; follow routine cleaning procedures; and, properly use cleaning supplies and janitorial hand and power equipment such as: dry and wet mops; squeegees; scrub brushes; commercial carpet and wet-dry vacuum cleaners; and, shampoo, wax, and polishing machines.

Incumbents frequently lift tools, supplies, and equipment weighing 10 - 25 pounds, and occasionally over 25 pounds, and perform tasks that require walking, standing, bending, stooping, squatting, twisting, and reaching.

#### **ESSENTIAL JOB FUNCTIONS:**

Performs routine cleaning of offices, restrooms, corridors, stairways, storerooms, and other assigned areas.

Cleans hard and soft surface floors using brooms, dry and wet mops, brushes, and vacuum cleaners.

Scrubs, waxes, polishes, and buffs hard surface floors using powered equipment.

Dusts, wipes, and polishes furniture, furnishings, and fixtures.

Cleans windows, partition and door glass, mirrors, and other surfaces using soapy water or other cleaners, sponges, towels, and squeegees; may work on ladders.

Cleans, sanitizes, and replenishes supplies in restrooms.

Uses solutions, mixing as necessary, to clean and disinfect surgical room floors, washbasins, cabinets, and other surfaces.

Empties waste receptacles, and replaces plastic liners; removes contaminated trash.

Moves and cleans under furniture, furnishings, and clinic, surgery, and laboratory equipment.

Cleans up yards and grounds adjacent to County buildings; sweeps parking lots and sidewalks; picks up trash; and, empties and cleans trash cans.

Reports building conditions requiring repair or maintenance. Examples include: burned-out light bulbs; leaking faucets and valves; clogged restroom fixtures and drains; and, inoperable doors, locks, and latches.

Maintains work records.

Provides task direction and oversight to inmates and community service workers performing janitorial duties.

## **REQUIREMENTS:**

### **MINIMUM REQUIREMENTS:**

No training or experience is required.

### **PHYSICAL CLASS:**

III - Moderate. Includes standing or walking most of the time, with bending, stooping, squatting, twisting, and reaching; includes working on irregular surfaces, occasionally lifting objects weighing over 25 pounds, and frequent lifting of 10-25 pounds.

### **DESIRABLE QUALIFICATIONS:**

Six (6) months of custodial experience in maintain offices and/or buildings, including restrooms, kitchens and general office areas.

## **ADDITIONAL INFORMATION:**

### **EXAMINATION CONTENT:**

This examination will consist of a written test covering written instructions and reading comprehension weighted 100%.

### **THE WRITTEN TEST IS NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.**

Candidates must achieve a passing score of 70% or higher on the examination in order to be placed on the Eligible List.

### **ELIGIBILITY INFORMATION:**

The names of candidates receiving a passing grade in the examination will be placed on the Eligible List in the order of their score group for a period of twelve (12) months following the date of promulgation. Passing this examination and being placed on the Eligible List do not guarantee an offer of employment.

### **SPECIAL INFORMATION:**

A thorough background investigation (including fingerprint search and reference verification) will be required of candidates. Candidates who are found to be unsuitable for employment as a **Custodian** will be removed from the certification list pursuant to Civil Service Rule 6.04.

**DISQUALIFYING FACTORS INCLUDE, BUT ARE NOT LIMITED TO:**

- Felony convictions.
- Certain job-related misdemeanor convictions.
- Certain serious traffic convictions or patterns of traffic violations (e.g. 4 or more moving violations within the past 2 years, failure to appear, at-fault accidents and driving under the influence).
- Illegal use of certain controlled substances.

- Poor employment history.

**VACANCY INFORMATION:**

The resulting Eligible List for this examination will be used to fill vacancies in the Internal Services Department located throughout Los Angeles County.

**SHIFT:** Any

**Candidates will be required to work evenings, nights, weekends and holidays.**

**APPLICATION AND FILING INFORMATION:**

Applications must be filed online only. Applications submitted by U.S. Mail, Fax, or in person will not be accepted. Apply online by clicking on the green "Apply" button at the top right of this posting. You can also track the status of your application using this web site. If you are unable to access the website, you may enter the following link to access your profile:

<https://www.governmentjobs.com/careers/lacounty>

We must receive your application and additional documents, if any, by 5:30 pm, PST, on the last day of filing. If you are unable to attach the required documents you may fax or email the exam analyst within 15 calendar days of filing. Please include the exam number and the exam title.

Provide any relevant job experience and training in the spaces provided so we can evaluate your qualifications for the job. For each field, give the name and address of your employer, your title, beginning and ending dates, number of hours worked per week, description of work performed, and salary earned.

All information is subject to verification. We may reject your application at any time during the examination and hiring process, including after appointment has been made. Falsification of any information may result in disqualification or rescission of appointment.

Direct copies of class specifications and selection requirements as your description of duties will not be sufficient to meet requirements.

**SOCIAL SECURITY NUMBER:** Please include your Social Security Number for record control purposes. Federal law requires that all employed persons have a Social Security Number.

**COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:** For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

**NO SHARING OF USER ID AND PASSWORD:** All applicants must file their application online using their own user ID and password. Using a family member's or friend's user ID and password may erase a candidate's original application record.

**ADA Coordinator Phone:** (323) 267-2432  
**Teletype Phone:** (800) 899-4099  
**Alternate Teletype Phone:** (800) 897-0077  
**California Relay Services Phone:** (800) 735-2922

**Department Contact Name:** John Kuo  
**Department Contact Phone:** (323) 881-3671  
**Department Fax:** (323) 780-9006  
**Department Contact Email:** [jkuo@isd.lacounty.gov](mailto:jkuo@isd.lacounty.gov)

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**COUNTY OF LOS ANGELES**  
**Employment Information**

Any language contained in the job posting supersedes any language contained below.

**Your Responsibilities:****1. Completing Your Application:**

a. Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application. Incomplete applications cannot be accepted.

**Social Security Act of 2004:** Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in