



March 5, 2021

Butte County Office of Education Human Resources will be accepting applications for the custodial position, specifically focused on our offices and schools during the COVID-19 pandemic. Duties include, but are not limited to cleaning and disinfecting common areas in offices and schools; sweeping, mopping, vacuuming floors, and keeping all areas clean while focusing on high frequency touch surfaces. Must be able to be around cleaners used in disinfecting facilities and properly use personal protective equipment to perform duties.

RECRUITMENT ANNOUNCEMENT

- JOB TITLE:** Custodian (936)
- WORK YEAR:** Full-Time: 12 Months/ 260 Days (prorated based on date of hire)/ 7.5 hours per day/ 1:00 PM to 9:00 PM
- START DATE:** As soon as possible after interviews
- SALARY:** Salary Schedule 6B, Range 30, \$16.86- \$24.91 per hour. Placement dependent on experience. Stipend pay for Associate's \$250 annually, or Bachelor's \$400 annually, or Master's \$750 annually, or Doctorate \$1,000 annually.
- AREA OF ASSIGNMENT:** Oroville, CA
- BENEFITS:** Generous benefits package that includes Medical, Dental, and Vision for employee and dependents. Sick and vacation leave accrued. Employer-paid life insurance. This position qualifies for CalPERS retirement.
- HOW TO APPLY:** <https://www.edjoin.org/Home/DistrictJobPosting/1370825>
- DEADLINE:** This position is open until filled; to receive full consideration, please apply by Friday, March 19, 2021 at 4:00 pm.

POSITION DESCRIPTION:

Under the general or (direct) supervision of the assigned management employee, the Custodian cleans and provides general maintenance of the Butte County Office of Education (BCOE) facilities.

EXAMPLE OF DUTIES: [May include, but is not limited to the following.]

1. Work from a schedule in sweeping, scrubbing, waxing, polishing and cleaning of window, rest rooms, door glass, drinking fountains, metal work (such as door panels and hand railings), concrete, linoleum, tile and wood floors. Vacuum rugs and carpets; shampoo carpets
2. Clean and dust walls, furniture, woodwork, instructional boards and trays and other equipment; empty and clean waste containers
3. Make repairs and adjustments to building fixtures and equipment; and under the direction of the assigned management employee, check individual classroom room heaters and/or operate thermostatic controls on central heating units
4. Minor painting
5. Perform custodial and maintenance work as requested by assigned management employee
6. Maintain equipment used in the course of work and report all observed safety, sanitary or fire hazards
7. Requisition and pick up custodial supplies and materials
8. Secure buildings at the end of the day by turning off lights, locking doors and setting alarm
9. Answer emergency calls at any time and take appropriate actions to protect and preserve property
10. Do other utility work as assigned, such as moving supplies, furniture and equipment, loading and unloading trucks, and assisting with heavy lifting
11. Store and dispose of chemicals following appropriate procedures
12. May be required to drive personal vehicle to multiple sites during workday
13. Perform related duties as assigned to like positions

QUALIFICATIONS:

KNOWLEDGE OF/ABILITY TO:

1. Methods of cleaning and preserving floors, walls and fixtures
2. Proper use of custodial chemicals and supplies
3. Use tools required in custodial and minor maintenance work, including electrical cleaning equipment
4. Clean and care for custodial equipment
5. Basic safety rules and safe work practices
6. Follow and understand oral and written instructions
7. Perform heavy manual work
8. Interact with the public tactfully and appropriately
9. Perform physical requirements of the job with reasonable accommodation
10. Establish and maintain effective working relationships with those contacted in the course of work
11. Communicate clearly

EXPERIENCE AND TRAINING:

1. Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
 - a. Experience performing a variety of custodial duties preferred
 - b. Equivalent to the completion of specialized training in building maintenance or a related field

LICENSE OR CERTIFICATE

1. Possession of an appropriate, valid California driver's license
2. Proof of current/active automobile insurance if driving personal vehicle and assigned to multiple sites

PHYSICAL REQUIREMENTS:

Occasional (less than 25%)

Ability to stand for extended periods of time
Ability to operate office equipment

Often (25 – 50%)

Sufficient mobility to move about an office

Very Frequent (76%)

Ability to bend and twist, stoop, and kneel
Ability to lift 75 pounds (team lifting when weight exceeds 75 pounds)
Ability to carry 40 pounds
Ability to stand and move around an office
Ability to work at a desk, conference table, or in meetings of various configurations
Ability to see for purposes of reading printed matter
Ability to hear and understand speech at normal levels
Ability to communicate so others will be able to clearly understand
Ability to reach in all directions

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

NOTE: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.

Other:

1. To comply with the Immigration Reform and Control Act of 1986, all new employees must provide proof of identity and authorization to work in the United States.
2. FINGERPRINTING FOR CONDUCTING A BACKGROUND INVESTIGATION IS REQUIRED
(and completed upon offer of employment)

TO APPLY:

Visit: <https://www.edjoin.org/Home/DistrictJobPosting/1370825>

Online applications only; no paper copies will be accepted. All online applications must be accompanied by the following attachments; (incomplete applications will not be accepted):

- **Cover Letter**
- **Resume**
- **Three (3) letters of recommendation required, current letters preferred**

E-mail: lallen@bcoe.org

Upon offer of employment, proof of a valid driver's license and current automobile insurance will be required.

Affirmative Action/Equal Employment Opportunity/Handicapped IX Employer
Deaf individuals may use the toll-free California Relay Service (CRS). If you have a TTY: (530) 532-5650. If you do not have a TTY: 1-800-735-2922. Upon CRS connection, ask for 530-532-5785 for more information about this recruitment.