PERMANENT / FULL-TIME CUSTODIAN

Nature of Work

This is a semi-technical position in the custodial care and maintenance of the City Civic Center and other city buildings.

Controls Over the Work

Under supervisory control and guidance of the Public Works Superintendent within established procedures. Assignments are received in the form of oral instruction or work orders and rough notes. Work is reviewed for quality and timeliness of completed tasks and routines.

Essential Duties and Responsibilities

Engages in a variety of custodial and maintenance tasks such as sweeping, vacuuming, mopping, dusting, shampooing, steam cleaning, stripping, waxing, polishing, and buffing floors, carpets, and furniture, etc.; dumping trash and relining cans; cleaning and sanitizing restrooms and replenishing supplies; cleaning spills, drinking fountains, mirrors, tables, walls, fixtures, blinds, light fixtures, etc.; washing windows, metal and woodwork; and sweeping sidewalks; picking up litter from around buildings and grounds; inspecting and maintaining assigned custodial equipment and small tools for proper operating condition; changing light bulbs and fluorescent tubes; and keeping records of work completed.

Knowledge, Abilities, and Skills

Knowledge of the utilization and care of equipment, materials and supplies used in building cleaning and maintenance; knowledge in the proper and safe techniques of building cleaning maintenance.

Knowledge of the occupational hazards and safety standards and practices applicable to work being done.

Ability to work independently and to complete daily activities according to the routine and emergent work schedule; ability to communicate orally and in writing; ability to use equipment and tools properly and safely; and ability to understand and follow written and oral instructions.

Ability to establish and maintain effective working relationships with other employees and the public.

Performs other duties as required by designated supervisors.

Physical Demands and Work Environment

Work requires some physical exertion such as long periods of standing, walking, and recurring bending, crouching, kneeling, climbing, stopping and reaching, and occasional lifting and carrying of moderately heavy items. Work requires average physical agility and dexterity.

The work-hour flexes weekly and includes evenings, some weekends, and on-call.

The noise level in the work environment is usually moderately quiet while in the office but there may be some noise from custodial equipment.

The employee may be required to work in outside weather conditions, in wet and/or humid conditions; on a ladder, near moving mechanical parts; near fumes, airborne particles, and/or toxic or caustic chemicals; or near risk of electrical shock and/or vibration.

Qualifications Required

Must be bondable and pass a criminal and credit background check and polygraph test.

Must pass a drug, physical and functional assessment examination.

EMPLOYMENT APPLICATION
City of Gig Harbor
3510 Grandview Street, Gig Harbor, WA 98335 (ph (253) 851-8136

Position Applied For:		Date Received:		**PLEASE TYPE OR PRINT USING BLACK BALL POINT PEN**
Name: Last		First	M.I.	E-mail:
Current Mailing Address:	City	State	Zip Code	Phone Number(s):
List activities or commitments that may interfere with attendance requirements.				
Are you over 18 years of age?	Will Visa or Immigration status prevent lawful employment?			
	If required, can proof of citizenship, Visa or Alien registration be provided?			
Have you ever been convicted of a felony? Have you been convicted of a crime other than a civil infraction such as a parking ticket, within the past seven years? If the answer is yes to either question, explain in detail. A second sheet may be attached. If you require clarification, please ask. If required by the job, do you have a valid license/CDL? List driving offenses other than parking violations incurred in the past seven years. A second sheet may be attached.				
Have you ever applied for employment with the City of Gig Harbor? If Yes, please give date and position:		Who referred you to this position?		

EMPLOYMENT INTERESTS AND SKILLS

Type of employment desired: Permanent Temporary	Salary Desired:	Date available for work:
List specialized skills, training and software knowledge.		

EDUCATION

Name of School	Address of School	Grade Complete Or Degree(s)	Subject Studied or Major

MILITARY

Branch of Service:	Entry Rank:	Rank upon discharge:	Dates:
What specialized training did you receive?			

ACTIVITIES

List school, civic or business activities and office held. (Exclude those which indicate race, color, religion or national origin) You may also list any hobbies or leisure time interests.

EMPLOYMENT EXPERIENCE

Give past employment record as completely as possible, starting with your present or latest employer. (If space is insufficient list on separate page or attach resume.) For unemployed or self-employed periods, show dates and locations.

Employer's Name and Address City and State	Dates: From	To	Supervisor Name & Phone	Position and Salary	Reason for Leaving

REFERENCES

Give names of two persons to whom you are not related and by whom you have not been employed. These people should have known you for several years.

Full Name	Address (street, city, state & zip code)	Occupation	Years known	Phone Number(s)

Give names of any relatives (other than spouse), and/or acquaintances, in the employ of the City of Gig Harbor

Full Name	Occupation	Location	Relationship

The City of Gig Harbor is an Equal Opportunity Employer. At the Employer's discretion, a physical exam may be required for certain positions. An appointment of promotion to a full-time position other than law enforcement officers shall not be regular for a period of six months. Probation is an extension of the selection process and failure of same as determined by the City Administrator or department manager does not constitute any right to appeal under these regulations. The City Administrator or the department manager may terminate employees on probation. Upon satisfactory completion of the probationary period, the employee shall gain regular status.

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment. I understand that misrepresentation or omission of facts called for herein will be sufficient cause for cancellation of consideration for employment or dismissal from City's service if I have been employed. I understand that employment may be subject to a physical examination. I understand that if I am employed, a certified birth certificate or other evidence of birthplace and citizenship may be required.

_____ _____

Applicant's Signature **Date Signed**