

## MIDDLE SCHOOL CUSTODIAN C6

Public notice is hereby given of an open competitive exam to establish an eligible list for the position of Middle School Custodian C6 in the classified service of the Parma City School District.

### FILING OF APPLICATION

Application must be made on the regular application form obtainable at the office of the Parma Civil Service Commission, 6617 Ridge Rd. Parma, Ohio (building located behind Parma City Hall – access off Ridgewood Dr.) Your application must be properly filled out and filed with the Commission before 4:30 p.m. on Monday July 24, 2017. **There is a \$15.00 non refundable fee when you file your application (payable in cash or money order – no personal checks) said fee is waived for current permanent school board employees or with proof of financial hardship.**

### EXAMINATION

**TIME:** 5:00 p.m. (in the evening) on Wednesday, July 26, 2017.  
**PLACE:** Cafeteria at Parma Senior High School, 5311 Longwood Avenue Parma, Ohio  
**TYPE OF EXAM:** Multiple choice written exam on general knowledge questions pertaining to the operation of a boiler, custodian duties and responsibilities, supervision, etc. A passing point of 70% will be used. The performance portion of the exam will be held the same evening. The performance exam is strictly pass/fail. You must pass both the written exam and performance exam in order to be placed on the Eligible List for Middle School Custodian C6. A list of events for the performance exam is attached.

**NOTE:** The written test may be suspended if shown to be impractical because of insufficient number of qualified candidates. The candidates will then be ranked in a standard manner based on the information, records, or other data related to the candidate's ability to perform the duties of the position.

### MINIMUM REQUIREMENTS FOR ENTRANCE TO THE EXAMINATION

**EXPERIENCE:** Three years experience in custodial or related work. Must be willing to attend or have had Satisfactorily completed the Ohio Trade and Industrial Education Services Custodial Training Program.  
**LICENSE:** **Must possess a low pressure steam stationary boiler operator's license. (PRESENT AT TIME OF FILING APPLICATION AND ATTACH XEROX COPY WITH APPLICATION).**  
**CITIZENSHIP:** Must be United States citizen or be in the United States legally.  
**SECURITY:** Job offer conditional to passing Bureau of Criminal Investigation background check.  
**PHYSICAL:** Job offer conditional to passing physical exam.  
**SALARY:** \$35,328.00

VETERANS presenting honorable discharge papers or a certificate of service when filing their application shall receive 20% of their score additional provided they make a passing grade.

According to O.A.P.S.E. contract Article 6.5 present employees of the School Board who pass a Civil Service test shall be placed on a preferred Eligible List for the test(s) for which they pass.

Reasonable accommodation is available to all applicants. If you have a disability that needs to be accommodated, please contact the Civil Service Commission office.

By order of the Parma Civil Service Commission

John L. Thomas Jr., Chairman

Timothy Boyko

Daniel Hoffman

An Equal Opportunity Employer

PERFORMANCE EXAM FOR MIDDLE SCHOOL CUSTODIAN  
AND SENIOR HIGH CUSTODIAN

WHEN Wednesday, July 26, 2017 at 5:00 p.m.

WHERE: Parma Senior High School, 6285 W. 54<sup>th</sup> Street, Parma, Ohio

Report to the Cafeteria to register. The performance exam will be held in the auxiliary gym,

EVENTS: Listed below:

Candidates must register and receive a number.

EVENT 1: LADDER CLIMB Candidate will climb 35 – 40 ft. ladder to top of gym and either attach or detach chain, nut & bolt.

EVENT 2: BAG CARRY Candidate must carry 1 to 3 bags 35-50 lb (one at a time) from point A to point B then back from point B to point A.

Order of events is flexible.

Be sure to wear clothing and shoes appropriate for the above events.

You must pass both the written exam and the performance exam in order to be placed on the Eligible list for Middle School Custodian C6 and Senior High Custodian C8.

PARMA CIVIL SERVICE COMMISSION

John L. Thomas, Jr., Chairman

Timothy Boyko

Daniel Hoffman

An Equal Opportunity Employer

7-14-17

# JOB DESCRIPTION

PARMA CITY SCHOOL DISTRICT

5311 Longwood Ave. • Parma, Ohio 44134

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## MIDDLE SCHOOL CUSTODIAN

WORK SCHEDULE: 52 Weeks

CIVIL SERVICE: Classified

JOB CLASSIFICATION: C-6 Custodian

SALARY SCHEDULE: III

RESPONSIBLE TO: Business Manager/Custodial Manager/Building Principal

- QUALIFICATIONS:
1. Three years experience in custodial work or related work.
  2. Possession of a low pressure steam stationary boiler operator's license.
  3. Minimum age of 24 years.
  4. Eight years of education, but preferably a high school diploma or equivalent.
  5. Satisfactory completion of the Ohio Trade and Industrial education Services Custodial Training Program.
  6. Ability to physically perform required work. Must pass a required physical examination.
  7. Ability to make clear and comprehensive reports.
  8. Ability to develop and maintain schedules providing for regular cleaning and maintenance of all facilities.
  9. Must have good attendance record.

## MAJOR FUNCTION:

Under the general supervision of the Business Manager and Custodial Manager and the immediate supervision of the middle school principal, performs custodial work required for the routine care, maintenance, protection and preservation of the assigned building, its contents and grounds.

## ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Performs and is directly responsible for the routine maintenance and repair of a middle school building of 85,000 square feet or more and its equipment.
2. Develops and insures proper cleaning and general housekeeping duties of the building.
3. Operates, maintains, and repairs the heating and ventilating equipment.
4. Receives, unloads, checks, and stores deliveries made to the building.

5. Collects, compacts, and removes debris. Places such material in containers for removal by truck.
6. Maintains grounds including snow and ice removal.
7. Performs various chores requested by the building principal or as specified in building permits unless requests contradict existing school rules or district policies and procedures.
8. Informs the principal in writing of items that require repair beyond his/her or his/her staff's capability.
9. Security of the building and grounds.
10. Supervises cleaning personnel totaling approximately 6 persons.
11. Follows procedures as outlined in the Custodian's operational manual.
12. Aid in emergency clean ups.
13. Performs other duties as assigned.

#### **PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

Outdoor and Indoor working environments subject to bending, crouching, and kneeling in confined spaces such as attics and sub-floor areas, pushing/pulling of equipment and tools, reaching in all directions, long periods of standing/walking, climbing stairs and ladders, and with appropriate safety equipment, working with asbestos-containing materials/equipment, solvents, paints, grease and oil and other chemicals.

Exposure to toxic and caustic chemicals, fumes and odors.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*

Human Resources 9/01