ASSISTANT CUSTODIAN C4

Public notice is hereby given of an open competitive exam to establish an eligible list for the position of Assistant Custodian C4 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. Your application must be properly filled out and filed with the Commission by April 29, 2016 by 4:30 p.m. **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 Tuesday May 3, 2016

PLACE: Red Rees Room Parma Senior High School, 6285 W. 54th St. Parma, Ohio. Use rear Parking lot off Longwood Avenue.

TYPE OF Multiple choice written exam on general knowledge questions pertaining to operation of a boiler, custodian duties and responsibilities, supervision, etc. The performance exam will be held on May 10, 2016, at Greenbriar Middle School, 11810 Huffman Road, Parma. The performance exam is strictly pass/fail. You must pass both the written exam and the performance exam in order to be placed on the Eligible List for Assistant Custodian C4. 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 QUALIFICATIONS FOR ENTRANCE TO EXAMINATION

AGE: Must be 21 years old.

EXPERIENCE: Two years experience in custodial or related work (see job description) 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 license at time of filing application)**

CITIZENSHIP: Must be United States citizen or be in the United States legally.

SECURITY: Job offer conditional upon passing Bureau of Criminal Investigation background check.

PHYSICAL: Job offer conditional to passing physical exam administered by School Board physician.

SALARY: $33,162.00 a year.

VETERANS: Veterans presenting honorable or under honorable conditions discharge papers or certificate of service when filing their application shall receive 20% of their score additional provided they make a passing score on the exam. Credit will not be given for any other type of discharge from service i.e. under general conditions, uncharacterized, etc.

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 ASSISTANT CUSTODIAN AND ELEMENTARY CUSTODIAN

WHEN	Tuesday May 10, 2016, 6:00 P.M.
WHERE:	Greenbriar Middle School, 11810 Huffman Road, Parma, Ohio
	Report to the Cafeteria to register. The performance exam will be held in the 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.

When you are finished with the last event, please turn in your number to the monitor.

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 Assistant Custodian C4 and/or Elementary Custodian C5.

PARMA CIVIL SERVICE COMMISSION
John L. Thomas, Jr., Chairman
Timothy Boyko
Daniel Hoffman
An Equal Opportunity Employer

PARMA CITY SCHOOL DISTRICT
5311 LONGWOOD AVENUE
PARMA, OHIO 44134

JOB DESCRIPTION

TITLE: Assistant Custodian

REPORTS TO: Business Manager/Custodial Manager

DESCRIPTION: Perform custodial duties and routine maintenance to protect and preserve buildings, grounds, equipment, and furnishings

ESSENTIAL FUNCTIONS:

1. Perform routine maintenance and minor repairs as directed by the Head Custodian to prevent premature equipment failure (e.g., motors, fans, belts, fittings, etc.). Reports deficiencies to assure the safe occupancy of the buildings and grounds.

2. Perform housekeeping duties as assigned.

3. Operate, maintain, and repair the heating and ventilating equipment as directed.

4. Assist with the regular inspections of the building structure, HVAC systems, plumbing, electrical, boilers, sanitary conditions, and equipment for compliance with all applicable safety and health regulations. Consult with the Head Custodian on all issues outside the scope of daily maintenance routine.

5. Recognize when maintenance problems may be developing (e.g., unusual odors, noises, leaks, etc.). Immediately report suspected problems and/or unsafe conditions to Head Custodian or appropriate administrator.

6. Receive, unload, check and store deliveries as directed.

7. Remove snow, ice, debris and leaves from walks, steps and entranceways, as needed for safety and cleanliness.

8. Keep informed regarding the location and function of all electrical services, service lines, location of gas, oil and water services – all utility sources and shutoffs.

9. Check with head custodian for any special activities scheduled, etc., prior to beginning work shift. Perform various chores requested by the building principal or as specified in building permits.

10. Assume the responsibility of the building custodian when he/she is absent.

11. Aid in emergency cleanups.

12. Perform other related duties as assigned.

QUALIFICATIONS:

1. High school diploma or equivalent.

2. Minimum age of 21 years.

3. Two years of work experience in custodial or related work.

4. Knowledge of HVAC control systems preferred.

5. Basic electrical, carpentry, plumbing, painting and mechanical skills.

6. Basic computer skills.

7. Ability to physically perform the required work which includes the ability to climb ladders, work off ladders or scaffolding and frequently push, pull, lift and carry objects weighing 50 to 100 pounds or more. Must pass a required physical examination.

8. Possession of a valid Ohio driver's license.

9. Ability to understand and carry out oral and written directions – including written warnings and labels.

The following personal skills and characteristics are necessary for the successful performance of assigned duties:

1. Acknowledge personal accountability for decisions and conduct.

2. Demonstrate professionalism and contribute to a positive work/learning environment.

3. Maintain a good attendance record and be punctual.

4. Perform duties efficiently with limited supervision.

5. Prepare accurate and timely paperwork. Verify and correctly enter data.

6. React productively to interruptions and changing conditions.

7. Maintain respect at all times of confidential information.

8. Make contact with the public with tact and diplomacy. Interact in a positive manner with staff, students and parents. Respond to routine questions and requests in an appropriate and timely manner.

EQUIPMENT OPERATED:

1. Standard office machines, e.g., computer, pager, cell phone, copier, fax machine, etc.

2. Floor care equipment, e.g., auto scrubber, wet-vac, buffer, burnisher, vacuum cleaner, etc.

3. Grounds equipment, e.g., lawn mower, tractor, leaf blower, power washer, snow blower, etc.

4. Various hand and power tools e.g., screwdrivers, hammer, electric drill, bench grinder, saws, etc.

5. Various plumbing tools, e.g., hand snake, closet snake, plunger, etc.

6. Brooms, ladders, rakes, shovels, scrapers, hand tamper, etc.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. **Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

1. While performing the duties of this position, the employee is frequently required to stand/walk for long periods of time; talk, hear, sit; outdoor and indoor working environments subject to bending, crouching and kneeling in confined spaces such as attics and sub-floor areas; reach in all directions; climb stairs and ladders and work off ladders and scaffolding; and with appropriate safety equipment, work with asbestos-containing materials/equipment, solvents, paints, grease and oil and other chemicals; and be exposed to toxic and caustic chemicals, fumes and odors.

2. While performing the duties of this position, the employee may occasionally push, pull or lift objects as described in #7 of the qualifications for this position.

3. The employee is responsible for the safety and well-being of other people

4. Specific vision abilities required by this position include close vision, such as the ability to read handwritten or typed material and the ability to adjust focus.

5. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

6. Move from building to building and be able to carry materials.

7. Use of personal vehicle is required in order to perform the minimum service.