

HESPERIA RECREATION AND PARK DISTRICT
CUSTODIAL COORDINATOR
(Full Time/ At-Will Position)

Definition

The Custodial Coordinator, under direction, coordinates all aspects of District custodial and indoor maintenance operations, and performs a wide variety of duties involving facilities, events, activities, and other related duties.

Positions in this class are characterized by their ability to perform assigned duties with only occasional instruction or assistance. Judgment is sometimes required pertaining to when and how established procedures or guidelines are to be applied. Significant deviation from established procedures requires prior approval. A variety of days, nights, holidays, and weekend work will be required at different locations throughout the community.

Essential Functions

- Assist in the monitoring, organization, scheduling, and supervision of Building Attendant staff and facilities.
- Monitor to ensure that all custodial equipment is in working order and supplies are maintained.
- Perform custodial work at District facilities and parks.
- Schedule appointments and various meetings.
- Keep records and files relating to employment transactions, calculations, and employment.
- Operate computer and applicable software as well as a variety of other office equipment to record, track, research, and prepare reports.
- Work independently to prioritize work, define problems, collect data, establish facts, and draw valid conclusions.
- Assist departmental staff in special assignments or daily routines.
- Monitor and inspect custodial work to ensure District's standards are met.
- Monitor safe work practices and safety programs.
- Inform supervisor of issues, updates, and other pertinent information in a timely manner.

Marginal Functions

- Will perform additional tasks as required and needed.

While performing any of the above duties, must be aware that he/she is acting as a representative of the District and must be public relations conscious. This position is a regular, non-exempt, full time position (40 hours per week), at-will position.

Benefits

- Participation in the District's cafeteria plan for health, dental, and vision insurance coverage.
- Term life insurance coverage of \$50,000.
- Paid vacation of up to 25 days a year depending on tenure, plus an employee buy back option.
- Paid sick leave as per policy.
- 13 paid holidays per year.
- Retirement with San Bernardino County Employees' Retirement Association.
- Voluntary Deferred Compensation Program available.
- District does not participate in the Social Security Program, except for the mandatory 1.45% Medicare Contribution.

Minimum Qualifications

Knowledge of: Methods and practices used in building maintenance, including names of supplies and equipment used. Safe work practices. Recreation and/or maintenance programs including supervision,

planning, and development; English usage, spelling, grammar, and punctuation; telephone etiquette; basic arithmetic; modern office methods and equipment; and Microsoft Office (Word, Excel, Publisher, Outlook).

Ability to: Understand and give verbal and written instructions. Be tactful and adept when dealing with others. Organize and prioritize work. Operate a computer. Perform work with accuracy and attention to detail. Maintain cooperative working relationships with employees, supervisors, and the public.

Experience/Education: High School graduate or equivalent. Any combination of experience and education equal to two years of recreation, maintenance, and/or clerical experience.

Working Conditions

Environmental Conditions: Indoor and outdoor environment, travel from site to site, exposure to possible inclement weather conditions; exposure to potentially hazardous chemicals, various colognes/perfumes, dust, fumes from printing cartridges; exposure to noise/vibrations from office machines, wind, pollen, and stinging insects; possible work around slippery and uneven surfaces.

Physical Conditions: Essential and marginal functions may require maintaining physical condition necessary for heavy lifting, working at heights, bending, stooping, kneeling, crawling, running, lifting, pushing, pulling, reaching, carrying and squatting; sitting, standing or walking for prolonged periods of time; use of hands to finger, handle or feel objects, write, type, use telephone, operate office machinery, and handle money; close and distance vision; speaking and hearing, and operating motorized vehicles and equipment.

Examination

Must possess a valid California Driver License. Take and pass a medical exam if requested. Undergo and clear fingerprinting and background check as a prerequisite of employment.

Selection Process

All applications will be screened and only those candidates who best match the needs of the District will be invited to compete further in the examination process.

Final Filing Date

Position open until filled and may be closed at any time. All applicants are required to complete a District Application form that can be found at the District office or hesperiaparks.com and submit it in one of the following ways: email it to jobs@hesperiaparks.com; in person at Hesperia Recreation and Park District, 16292 Lime Street, Hesperia, CA; or mail to P.O. Box 401055, Hesperia, CA 92340.

Prior to employment, the successful candidate shall be required to present documentation establishing identity and employment eligibility in accordance with the U.S. Citizenship and Immigration Services.

Salary Range:

A Step \$15.96 - E Step \$19.45 per hour.

Hesperia Recreation and Park District is an Equal Opportunity Employer.