Cascade County

Job Vacancy Announcement

Position: Custodian	**Closing Date: July 12, 2019**
County Dept.: Public Works	**Dept. Admin.: Brian Clifton**
Type of Position: Full-Time, Permanent	**Salary: $17.86 per hour/of which .25¢/hr. is deferred to union pension. Must join Operating Engineers Local 400**
Applications available at Cascade County Human Resources Department, www.cascadecountymt.gov or Job Service. All application materials must be turned in to the Cascade County Human Resources Department and date stamped by 5:00 p.m. on the closing date.	

POSITION DESCRIPTION

The Custodian performs general custodial work, building maintenance work, event setup and event monitoring throughout all of the Cascade County buildings, grounds and surrounding areas including the Montana Expo Park, Sheriff's Office/Adult Detention Center and Juvenile Detention Center. The Custodian is responsible for after-hours security of various County buildings and performs other related duties as required or assigned. Additional requirements may be necessary to perform work in certain buildings. Schedule of work may include weekends and evenings. The Custodian is responsible for cleaning and securing all County facilities. This work is performed under the general direction and supervision of the Building Maintenance Division Superintendent or designee and Public Works Director. The nature of the work performed requires that an employee in this position must work closely with the Building Maintenance and ExpoPark Maintenance Division Superintendents and designated Leadman for the Division.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

The Custodian sweeps, scrubs, mops, waxes, strips, and buffs floors, hallways, and stairways; vacuums and shampoos carpets; dusts and cleans carpets, fixtures, window sills, railings, and blinds; washes windows, mirrors, light fixtures, cleans walls, baseboards, etc.; collects and removes waste paper and trash from offices, rooms, halls, or restrooms; cleans and sanitizes drinking fountains, toilets, sinks, bowls, and urinals; replenishes towels, tissues, soaps, and other restroom supplies; unloads and stores supplies; unstops sinks, toilets, and drains; event setup to include tables, chairs, stages, pipe and drape, sound connections, electrical drops, stanchions and sign placement; event monitoring; performs minor repairs such as repairing tiles, replacing light bulbs and ballasts, replacing towel racks, replacing washers in faucets, etc.; keeps outside premises in orderly conditions; sweeps or shovels snow from walkways, entryways, and parking lots; cuts grass, waters lawn, pulls weeds, and removes from trash from premises; maintains security of buildings at all times; secures doors and windows after business hours and when leaving premises; assists with maintenance of heating, cooling, and other mechanical systems for various buildings; cleans and straightens meeting and conference rooms; moves equipment and furniture as needed; schedule may include shifts that occur on a Saturday and/or Sunday.

SUPPLEMENTAL JOB DUTIES AND RESPONSIBILITIES

City-County Health Department: Conducts duties in a medical environment.

Will be trained in: CPR/1st Aid; Health Insurance Portability and Accountability Act (HIPAA); Blood borne pathogens; Communicable Disease.

Adult and Youth Detention Center: Conducts duties in a detention environment with contact with detainees; interacts in the vicinity of detainees in the conduct of duties; criminal background check performed prior to working in the facilities.

Will be trained in: CPR/1st Aid; purpose, goals, policies, and procedures of the facility; working conditions and regulations of the facility; non-violent crisis intervention; emergency procedures and facility searches; blood borne pathogens; communicable disease; Prison Rape Elimination Act (PREA).

Due to the nature of work performed in these locations, staff will be rotated through each of the facilities in order to keep current with the requirements. Listed training will be provided from the facilities and kept current in accordance with all applicable laws, policies and procedures.

Knowledge and understanding of: Practices, tools, equipment, and techniques associated with cleaning trade; standard hand and power tools and equipment used in custodial activities; safety standards/precautions pertaining to custodial equipment; safety procedures and practices.

Skills in: Educating and encouraging others to follow practices and procedures to accomplish work objectives; communicating effectively; interacting with a wide range of customers.

Ability to: Read and follow MSDS for various items; perform heavy manual labor, including bending, stooping, reaching, carrying and lifting heavy objects weighing up to 50 lbs.; to perform activities such as lifting overhead, twisting, climbing ladders and stairs, repetitive arm motion below, at, and above shoulder level using manual dexterity of both hands and feet; walk 3-5 miles per day on a variety of surfaces such as concrete, pavement, dirt, and grass; work while wearing required personal safety equipment which includes gloves, safety glasses, etc.; estimate materials and time required to complete various tasks; follow oral and written instructions; work independently and as a team member; observe work hours and demonstrate punctuality; work collaboratively with management and co-workers; observe established lines of

authority; interact with the public or other employees in a pleasant and courteous manner; establish and maintain effective working relationships with supervisor, co-workers, and building occupants; exercise sound judgment within established policies and procedures; work extended hours, nights, weekends and holidays as needed.

MINIMUM QUALIFICATIONS

The above is typically acquired through a combination of education and experience. At a minimum, all qualified applicants must have:

Education/Experience/Training:

- High School Diploma, HSE or GED **and** one (1) year experience of custodial work.

Certifications:

- Valid Driver's License issued by the state of Montana or the ability to obtain one within 30 days from date of hire.

Sheriff's Office/Adult Detention Center Employment Statement:

- Any individual with a felony conviction, a domestic violence conviction or outstanding warrants is ineligible for consideration for employment due to the conditions that must be met necessary to work at the Cascade County Sheriff's Office and Adult Detention Center. Other types of convictions will be reviewed, and employment will be considered on a case-by-case basis.
- Any instance that results in an employee losing their clearance to work in the Sheriff's Office/Adult Detention Center may face immediate termination.

- The County shall provide at no cost to the affected employees all vaccinations deemed necessary to prevent illness due to possible contact with pathogens by said employees during the performance of their duties. This shall include booster shots as required. The County shall determine which vaccinations are necessary and will administer them at the City-County Health Department.

The successful applicant shall serve a 6-month probationary period and must join the Operating Engineers Local Union 400. The successful applicant will have a criminal background check conducted. The results thereof may disqualify the applicant from consideration for employment with the county.

Notice to Applicants: Applicants who are claiming Veteran's or Handicap Preference **must** provide a DD-214 Discharge Document **(Part 4)** or DPHHS Handicap Certification **and** Employment Preference Form with their application for employment so Cascade County may apply the preference during the selection process.

Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.

CASCADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

CASCADE COUNTY
EMPLOYMENT APPLICATION

AN EQUAL OPPORTUNITY EMPLOYER

The information contained on this form is sought in good faith. It will not be used in any way to discriminate against any applicant for employment in violation of state and federal law. Published on June 7th, 2013.

For County Use

IMPORTANT: Please **type** or **print** in ink. You may respond to sections 4, 5, and 9 on separate sheets of paper if all relevant blocks are completed and the same format is followed. On each sheet, write your name and the job title of the position(s) for which you are applying. You may submit a legible photocopied application. If you photocopy your application, leave sections 1, 2, and 3 blank and complete these sections each time you apply. You must sign and date, in ink, each application you submit. **LATE, INCOMPLETE or UNSIGNED applications will not be considered.**

PLEASE READ THE JOB VACANCY ANNOUNCEMENT CAREFULLY TO FIND: (a) what attachments must be submitted (supplement questions, transcript, Employment Preference Form, etc.); (b) where to submit your application; (c) the required special qualifications or licenses; (d) the closing date for receipt of applications. An application tailored to the position is to your advantage.

Under state and federal law, qualified applicants with disabilities are entitled to **reasonable accommodations.** Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job, or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. A description of the selection process and the essential job duties is included in the vacancy announcement.

Employment Preference: The **Veterans' Employment Preference Act** and the **Persons with Disabilities Employment Preference Act** provide preference in public employment for certain military veterans and people with disabilities, or the eligible relatives thereof. **An applicant claiming employment preference must complete an Employment Preference Form, available through Human Resources or your local Montana Job Service.** The applicant must indicate at the bottom of page five (5) that the necessary documentation is attached. Contact your local Montana Vocational Rehabilitation Services Office (Department of Public Health and Human Services) for detail on obtaining disabilities preference certification. For more information, contact your local Job Service.

1.

Name: _____
Last First M.I.

Address: _____
Street

_____
City State Zip Code

Phone Number: _____ _____ _____
Work Home Cell

2. What position are you applying for? (See Job Vacancy Announcement.)

Position: _____

Department: _____

Closing Date of Vacancy: _____

3. Have you ever been convicted of a crime involving theft, abuse, neglect, or mistreatment of an individual or any other felony/ misdemeanor (except routine traffic violations)? A conviction will not necessarily disqualify you for the position.

☐ **Yes** ☐ **No** **If yes, list on a separate sheet of paper the convictions.**

4. My signature below certifies that all information on this and all attached pages (checked below) are true, correct and complete to the best of my knowledge and contain no willful falsifications or misrepresentations. Falsifications or misrepresentations may disqualify me from consideration for employment with Cascade County or, if hired, may be grounds for termination at a later date. Employers may be contacted as references. In the spaces below, I have checked attachments, including those required in the job vacancy announcement. I understand that, if I am the final applicant for the applied position, a criminal background check may be conducted and the results thereof may disqualify me from consideration for employment with the County.

☐ Responses to Supplemental Questions ☐ Transcript ☐ DD-214 ☐ Resume ☐ DPHHS Certification

☐ Typing/Ten-key Certification ☐ Other (specify) _____

Signature: _____ Date: _____

5. EDUCATION: You may respond to this section on a separate sheet of paper (on each sheet write your name and job title for which you are applying) if all relevant blocks are completed and the same format is followed.

High School Name and Address: _____

College, University, Other Schools & Training Courses Name and Location	Dates Attended	Did you receive a degree or certificate?	Date Received	Major or Minor Field	Credits Earned - Indicate Quarter or Semester Hours

6. List **current** Professional Licenses, Registrations, or Certifications (engineering, medical, CPA, etc.)

Licensing Agency Name and Location	Type of License	Endorsement/Restriction (if applicable)	Date Issued

7. If applying for skilled crafts jobs, are you a recognized journey level worker? ☐ Yes ☐ No

If Yes, what apprenticeship? Number of years:

8. Special skills - check the skills you possess. Specify speed/errors where requested.

☐ Typing ____ / ____ ☐ Data Entry ____ / ____ ☐ Ten-Key ____ / ____ ☐ Legal Terminology ☐ Medical Terminology

Other: _____

Computer Programming Languages (specify): _____

Computer Software: _____

_____

Equipment - List types of equipment you can operate and specify name or model you have used: _____

_____

9. EXPERIENCE: List your work and/or volunteer experience with emphasis on experience that is relevant to the position which you are applying. **Begin with your present or most recent experience.** Include military service that would help you qualify. **List each promotion as a separate position.** You may respond to this section on a separate sheet of paper if all questions in the blocks are answered and the same format is followed. On each sheet write your name and follow the same format as below. On each sheet write your name and job title for which you are applying.

This information must be completed even if a resume is submitted.

Notice to applicants: Information you provide on this application is subject to verification. Previous employers may be contacted as references.

May we contact your present employer? ☐ Yes ☐ No

Name & Complete Address of Employer	

Your Job Title: _____ Dates Employed: _____ / _____ to _____ / _____

Immediate Supervisor: _____ Avg. Hrs. Per Week: _____ Total Time Employed: _____

Phone Number: _____ ☐ Full-time ☐ Part-time ☐ Volunteer

Describe your duties in detail: (knowledge, skills, abilities required, employees supervised, accomplishments)

Reason for Leaving:

Name & Complete Address of Employer	

Your Job Title: _____ Dates Employed: _____ / _____ to _____ / _____

Immediate Supervisor: _____ Avg. Hrs. Per Week: _____ Total Time Employed: _____

Phone Number: _____ ☐ Full-time ☐ Part-time ☐ Volunteer

Describe your duties in detail: (knowledge, skills, abilities required, employees supervised, accomplishments)

Reason for Leaving:

Name & Complete Address of Employer	_____

Your Job Title: _____ Dates Employed: _____ / _____ to _____ / _____

Immediate Supervisor: _____ Avg. Hrs. Per Week: _____ Total Time Employed: _____

Phone Number: _____ ☐ Full-time ☐ Part-time ☐ Volunteer

Describe your duties in detail: (knowledge, skills, abilities required, employees supervised, accomplishments)

Reason for Leaving:

Name & Complete Address of Employer	_____

Your Job Title: _____ Dates Employed: _____ / _____ to _____ / _____

Immediate Supervisor: _____ Avg. Hrs. Per Week: _____ Total Time Employed: _____

Phone Number: _____ ☐ Full-time ☐ Part-time ☐ Volunteer

Describe your duties in detail: (knowledge, skills, abilities required, employees supervised, accomplishments)

Reason for Leaving:

APPLICANT SURVEY

Title VII of the U.S. Civil Rights Act requires Cascade County to "make and keep records relevant to the determinations of whether unlawful employment practices have been or are being committed." This is also a requirement of the Montana Human Rights Act and state and federal laws providing employment opportunities for veterans and persons with disabilities. The following survey helps to fulfill these requirements.

This survey information will be separated from the application, kept confidential, and used only for statistical reports, background checks, and other lawful uses. Analysis of the information you and others provide may be used to monitor recruitment and selection practices in County government.

10. Name: _____	Job Applied For:
	Department _____
	Job Title _____
Social Security Number: _____	Location _____

11. How did you first learn of this position?

- ☐ Newspaper ad
- ☐ A friend/employee
- ☐ Posted in County Building
- ☐ Walk-in
- ☐ Job Service Posting
- ☐ Internet Listing
- ☐ Professional Publication
- ☐ Other (specify) _____

12. ☐ M (Male) ☐ F (Female) Date of Birth (month/day/year): _____ / _____ / _____

13. RACE/ETHNICITY

Please check the one box that best describes your race / ethnicity:

- ☐ **AMERICAN INDIAN or ALASKAN NATIVE**
- ☐ **ASIAN**
- ☐ **PACIFIC ISLANDER**
- ☐ **BLACK or AFRICAN AMERICAN**
- ☐ **HISPANIC or LATINO**
- ☐ **WHITE**
- ☐ **TWO OR MORE RACES**

14. VETERAN or DISABILITY STATUS

Person with a disability: ☐ Yes ☐ No (if yes, please see below)

Veteran Status:

Check the **one** box that best describes your veteran status:

- ☐ Disabled Vietnam Era Veteran
- ☐ Vietnam Era Veteran
- ☐ Veteran of Persian Gulf War
- ☐ Disabled Veteran of Other Campaign/War Era
- ☐ Veteran of Other Campaign/War Era
- ☐ Other Disabled Veteran
- ☐ Other Veteran

Check the **one** box that best describes your status as a preference eligible relative:

- ☐ A Spouse of Disabled Veteran
- ☐ Mother of a Veteran
- ☐ Spouse of totally (100%) Disabled Person
- ☐ Unremarried Surviving Spouse of a Veteran or Disabled Veteran

Do you have certification from the Montana Department of Public Health and Human Services for Persons with Disabilities Employment Preference? ☐ Yes ☐ No

Please provide 3 PROFESSIONAL REFERENCES

(A professional reference is a reference from a person who can vouch for your qualifications for a job. A professional reference is typically a former employer, a colleague, a client, a vendor, a supervisor, or someone else who can recommend you for employment.)

Please print legibly

1.

Name: _____

Address: _____

City, State, Zip: _____

Phone, Cell Phone: _____

E-mail: _____

2.

Name: _____

Address: _____

City, State, Zip: _____

Phone, Cell Phone: _____

E-mail: _____

3.

Name: _____

Address: _____

City, State, Zip: _____

Phone, Cell Phone: _____

E-mail: _____

CRIMINAL HISTORY RECORDS
AUTHORIZATION TO RELEASE INFORMATION

The information requested below is collected solely for the purpose of allowing Cascade County to conduct a background check in connection with your application for employment. A background check will only be conducted by Cascade County upon a conditional offer of employment.

Name of Applicant:_____
Please print your full name (first, middle and last name)

Other Names Used:_____
Please print

Current Address:_____

Date of Birth:_____ SSN#_____

As an applicant for the position of Custodian with the Cascade County Public Works Department that may have my assigned duties occurring at the Cascade County Sheriff's Office/Adult Detention Center, I am required to furnish information for use in determining my qualifications and suitability to work in a law enforcement facility. I realize that Cascade County will not release the information provided to them to any person, including myself. The information submitted to Cascade County is confidential and will be used only for investigating my suitability for employment in a law enforcement facility.

I hereby release you, your organization, or others, from liability or damage which may result from furnishing the information requested. I further authorize that a photocopy of this form shall be for all intents and purposes, as valid as the original. I authorize you to retain a copy of this form in your files.

I hereby authorize Cascade County and its designated agents and representatives to conduct a comprehensive review of my background. This release is valid for any information supplied within one (1) year of the date of my signature.

Signature of Applicant _____ Date:_____

--READ CAREFULLY--

-- Do Not Write On This Page--

Please make sure all required information is included (see Job Vacancy Announcement).

1. **Did you sign and date your application (page 1)?**
2. **Have you read the Job Vacancy Announcement to see what attachments must be submitted?**
3. **Have you checked boxes in Section 3 or 4 (page 1) to indicate what attachments you have included?**
4. **Did you indicate the specific Position Title in Sections 2 (page 1) and 10 (page 5)?**
5. **Did you include a complete address for each employer listed in Section 9 (pages 3 and 4)?**
6. **If you are claiming Veterans' Employment Preference or Persons with Disabilities Employment Preference, have you completed and attached the Employment Preference Form and Documentation (see information on page 1)?**
7. **Did you provide 3 professional references (page 6)?**
8. **Did you attach all the application materials required by the Job Vacancy Announcement?**