



Classified Employment Opportunity



Bellflower Unified School District

Personnel Services • 16703 S. Clark Ave. • Bellflower CA 90706 • 562-866-9011 Ext. 2120 • www.busd.k12.ca.us

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PLEASE POST

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DATED POSTED: OCTOBER 21, 2021

LEAD CUSTODIAN

Open and Promotional

SALARY: Minimum of \$3,586 to a maximum of \$4,357 per month. The salary rate is based on the 2019-2020 salary schedule for unit members. This is a five-step schedule.

POSITION: Under the direction of an assigned supervisor, perform responsible custodial activities including grounds and maintenance work for an assigned site; maintain campus buildings and adjacent grounds areas in a clean, orderly and secure condition; train, schedule and provide work direction and guidance to assigned custodians and student workers. Prepare cleaning and maintenance schedules including school vacation clean-ups, inspect completed work for accuracy and compliance with instructions and established standards, confer with supervisor regarding work performance of assigned staff. Maintain records and submit reports on security, vandalism, thefts, emergencies, supplies, operation costs, use of facilities and related matters; report needs for repairs to the appropriate authority. Perform and assign general maintenance duties including plumbing, grounds, electrical, painting and carpentry as it relates to the repair, alteration, construction and maintenance of campus buildings and equipment; assign and participate in custodial activities at an assigned site; sweep, scrub, mop, wax and polish floors; vacuum rugs and carpets in classrooms, offices, workshops and other work areas; spot clean and shampoo carpets; empty waste receptacles; perform and direct the set-up of rooms for meetings and special events; move and arrange furniture and equipment.

QUALIFICATIONS: **Education/Experience:** Any combination equivalent to graduation from high school and two years of experience performing custodial and maintenance duties. **Knowledge/Abilities:** Knowledge of proper methods, techniques, materials, tools and equipment used in modern custodial work, tools and equipment used in the general maintenance and grounds trades, principles of training and providing work direction, basic carpentry, plumbing, electrical and sprinkler systems, and the requirements of maintaining school buildings in a safe, clean and orderly condition. The ability to operate a variety of custodial equipment; train and provide work direction to others. **Licenses/Other:** A valid California driver's license and a driving record acceptable to the District for insurance purposes. Incumbents in this classification may be required to work evening hours (2:30 p.m.–11:00 p.m.) and would receive a night differential of 3.75%.

EXAMINATION: Technical Oral Interview = 100%

APPLICATION: District application may be obtained online at www.busd.k12.ca.us and at the above address between 8:00 a.m. and 4:30 p.m. Monday through Friday. Resumes will not be accepted in lieu of the required district application. **All offers of employment are conditional, based upon the successful completion of the following: fingerprint/conviction clearance, physical examination, drug screening, and a test for tuberculosis by a District approved physician.**

CLOSING DATE: Monday, November 15, 2021 at 4:30 p.m.

TEST DATE: To be determined.

APPLICATION REQUIREMENTS: Employment applications will be received in the Personnel Commission office Monday through Friday, between 8:00 a.m. and 4:30 p.m. All applications for employment with the school district must be made on official district forms and must be complete and accurate. All information you provide will be subject to review and verification. The Personnel Commission reserves the right to limit the number of qualified candidates for this examination. Your application will only be accepted if clearly indicates that you meet the minimum qualifications for the position. The Personnel Commission shall assume no responsibility for late notices, delays, or non-delivery by the United States mail service.

EXAMINATION NOTIFICATION: Notification of examination time and place may be made through the United States mail service or email.

CONVICTION RECORD: If you have ever been convicted, fined, or placed on probation for any violation of the law, you will be required to make a full explanation including dates, places, charges, and disposition of all cases. Although the existence of a conviction records does not automatically disqualify you from employment, failure to disclose all information pertaining to your record will result in immediate termination.

TUBERCULOSIS TESTING: Prior to employment, you will be required to pass a tuberculosis examination at your expense.

PHYSICAL EXAMINATION AND DRUG TESTING: Depending upon the position, prior to employment you will be required to successfully pass a physical examination and a drug screening test at the district's expense. Official offer of employment is conditional based upon medical examination results.

MILITARY SERVICE CREDIT: For entry level positions only. In order to obtain credit you must provide proof of qualifying military service at time of application.

MEDICAL, DENTAL, AND VISION PLANS: The District currently provides medical coverage through Kaiser with a choice of two Delta Dental plans and a vision care plan through VSP. Regular employees working 50% or more have various contribution options including cash in lieu of benefits.

RETIREMENT: The district has combined retirement plans with the Public Employees Retirement System (PERS) and the Old Age Survivor and Health Disability Insurance (OASHDI). This is a joint employer-employee retirement plan.

VACATION: Vacation ranges from 12 to 20 days per year based on 12 months of full-time employment and based on the number of years of service to the district, unless the positions is designated as confidential in which case you receive 24 vacation days per year based on 12 months of full-time employment.

HOLIDAYS: The district provides 13 paid holidays per year based on 12 months of full-time employment.

OTHER LEAVES: The district has a variety of paid and unpaid leaves available such as bereavement, infant care, personal necessity, sick leave, maternity leave, and military leave.

ACCOMODATION: You are required to attach an explanation to your application for any accommodations you may need for examinations.

MERIT SYSTEMS: The Bellflower Unified School District is a merit system district (civil service). Therefore, all applicants will be judged solely on the basis of merit and fitness. Final selection will be made from the top three ranking candidates of an eligibility list established through the testing procedure unless otherwise noted such as with an unranked listing.

Notice of Non-Discrimination: Bellflower Unified School District prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religious creed, sex, sexual orientation, medical condition, marital status, military/veteran status, genetic information or association with a person or a group with one or more of these actual or perceived characteristics. Classified staff who have questions or concerns about the policy can contact the Business and Personnel Offices, at 562-866-9011, extension 2130.