

CITY OF NEDERLAND CUSTODIAN (PART-TIME) 2012 APPLICATION PACKET

Packet contains:

- 1.) **Job Posting** – provides information on type of employment, benefits eligibility, pay scale, and application period.
- 2.) **Position Classification Plan** – description of the job including supervisory responsibilities, competencies, required qualifications, required education, required skills, required certificates, licenses, and registrations, physical demands, and work environment.
- 3.) **Employment Application** – all fields are required and must be completed with as much detail as possible. Dates should be month and year.

Return application to:

- 1.) **Nederland Personnel Department**
1400 Boston Avenue
Nederland, TX 77627
(409) 723-1500
Contact: Emily Pope, Human Resources Director

CITY OF NEDERLAND

JOB POSTING

In accordance with the *City of Nederland Personnel Policy*, notice is hereby given that the City of Nederland is now accepting applications for the position of:

Job Title:	Custodian
Department:	City Hall, Police Dept., Public Works/Inspections
City Classification:	Regular Part Time (up to 20 hours per week) Monday - Wednesday - Friday: 3 pm - 9 pm
FLSA Classification:	Non-Exempt (Hourly)
Pay Rate:	\$7.75 per hour
Benefits:	No
Applications Open:	February 10, 2012
Application Deadline:	Until Filled (Reviewed on Fridays)
Open To:	The Public

This position is open to each person who makes proper application and meets all eligibility requirements prescribed by the City of Nederland. A completed application must be received by the Personnel Office no later than the closing date/time listed above. Applications may be picked up in the Personnel Office located at:

City of Nederland Office Building
1400 Boston Avenue, P. O. Box 967
Nederland, TX 77627
(409) 723-1501 Telephone, (409) 723-1550 Facsimile

In accordance with the *City of Nederland Substance Abuse Policy*, all applicants are hereby advised:

“Any applicant tentatively selected for this position will be required to submit to testing to screen for illegal drug use prior to employment. Employment in the position will be contingent upon a negative drug test result.”

If this position requires a commercial drivers license as described in the *City of Nederland Wage and Position Classification Plan*, the applicant must comply with the Omnibus Transportation Employee Testing Act of 1991.

The City of Nederland is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender, national origin, age or disability. The City of Nederland is in compliance with the Americans with Disabilities Act. If you have an established disability as defined in the Americans with Disabilities Act and would like to request a reasonable accommodation when applying, testing, or interviewing for a City of Nederland position, please contact:

Emily Pope, Human Resources Director
City of Nederland
1400 Boston Avenue, P. O. Box 967, Nederland, TX 77627
(409) 723-1501 Telephone, (409) 723-1550 Facsimile

**CITY OF NEDERLAND
POSITION CLASSIFICATION PLAN**

Class Title: Custodian

Department: City Hall, Police Department, Public Works/Inspections/EDC Office Building

Date Created: July 1, 2011

GENERAL PURPOSE

Performs a variety of tasks in the custodian care and light maintenance of City buildings, providing clean and well maintained buildings, as well as preparing buildings for meetings, activities and programs.

SUPERVISION RECEIVED

Works under the supervision of the Human Resources Director, as well as other designated Department Heads when assigned to other City facilities.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Attendance is an essential function of this position.

Execution of custodial work, including, but not restricted to:

Sweeps and mops hard surface floors; vacuums carpets and cleans carpet stains.

Cleans, dusts, polishes and straightens furniture and equipment.

Washes interior and exterior windows, woodwork, baseboards, walls, metal surfaces, sinks, blinds, and light fixtures.

Cleans and sanitizes restrooms and replenishes supplies in restrooms.

Cleans and disinfects drinking fountains and telephones.

Cleans refrigerators and kitchen/break areas.

Empties waste containers and relines cans with liners; deposits waste in collection bins.

Prepares meeting rooms, conference rooms, and story telling room for activities and meetings.

Responsible for minor building and equipment maintenance and repairs, including, but not restricted to:

Replaces burned out light bulbs and fluorescent tubes, oils locks, unclogs drains, etc..

Monitors and performs routine maintenance on cleaning equipment based on manufacturers' recommendations and not requiring the expertise of an independent contractor or technician (changing vacuum bags and filters when necessary).

PERIPHERAL DUTIES

Maintains orderly and safe custodial work and supply areas.

Monitors building and maintenance supply areas to provide inventory and reordering information for supervisors.

Monitors buildings in general for cleanliness, safety and maintenance problems and refers problems to supervisor.

Maintains clean grounds and sidewalks around all buildings where cleaning duties are assigned.

Inspects and maintains assigned custodial equipment and small tools for proper operating condition.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

- (A) Graduation from high school education or GED equivalent;
- (B) Any combination of education and experience which demonstrates the knowledge and experience to perform the work;
- (C) Minor repair experience preferred

Necessary Knowledge, Skills and Abilities

- (A) Working knowledge of equipment, materials and supplies used in building cleaning and light maintenance; Working knowledge of cleaning, maintenance and repair methods;
- (B) Ability to work independently and to complete daily activities according to work schedule; Ability to lift heavy objects, walk and stand for long periods of time; Ability to communicate orally and in writing; Ability to use equipment and tools properly and safely; Ability to understand and follow written and oral instructions; Ability to establish effective working relationships with employees, supervisors, patrons, and the general public.

SPECIAL REQUIREMENTS

Valid state drivers license, or ability to obtain one prior to employment.

TOOLS AND EQUIPMENT USED

Vacuum, mop, broom, janitorial cart, dusting equipment, hand truck, dolly, hand tools, general cleaning tools and equipment, cleaning chemicals, telephone, automobile.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee typically works indoors, but may periodically work outside. The employee may work moving mechanical parts or in high, precarious places. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles. The employee is regularly exposed to toxic chemicals and the risk of electrical shock.

The noise level in the work environment is generally quiet, but noise and vibration may be encountered when performing certain duties.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EMPLOYMENT DISCIPLINE AND TERMINATION If yes to any of the below, explain in detail on a separate page. Include employer, date of action, circumstances, etc. Be specific.

Have you ever been subjected to any type of disciplinary action at work?	<input type="checkbox"/> -Yes <input type="checkbox"/> -No
Have you ever been subjected to any type of investigation for disciplinary or internal employment reasons?	<input type="checkbox"/> -Yes <input type="checkbox"/> -No
Has it ever been suggested to you, or have you ever been asked to resign, from any position of employment?	<input type="checkbox"/> -Yes <input type="checkbox"/> -No
Have you ever resigned from any position or employment while under investigation or after being notified that an investigation was contemplated?	<input type="checkbox"/> -Yes <input type="checkbox"/> -No
Have you ever been fired or told that you were going to be fired?	<input type="checkbox"/> -Yes <input type="checkbox"/> -No

CRIMINAL HISTORY

Have you ever been convicted of a misdemeanor (higher than Class C) or felony? If yes , describe in full, including dates, criminal offenses, location (city and state), and disposition.	<input type="checkbox"/> -Yes <input type="checkbox"/> -No
Have you ever pled guilty to, received probation, deferred adjudication, or been placed on any form of diversion for any criminal offense (misdemeanors and felonies)? If yes , describe in full, including dates, criminal offenses, location (city and state), and disposition.	<input type="checkbox"/> -Yes <input type="checkbox"/> -No
Are you currently serving probation, deferred adjudication, or any form of diversion for any criminal offense? If yes , describe in full on a separate sheet, including criminal offense(s), current status, expected date of completion, and the name(s) and telephone number(s) of the probation officer or other person(s) to whom you report while on probation, deferred adjudication, or other form of diversion.	<input type="checkbox"/> -Yes <input type="checkbox"/> -No
Have you ever applied for a concealed handgun permit? If yes, was the permit granted or denied? If denied , describe the reason for denial in full on a separate sheet.	<input type="checkbox"/> -Yes <input type="checkbox"/> -No
Have you ever been charged or convicted for a violation relating to concealed handguns? If yes , describe in full on a separate sheet.	<input type="checkbox"/> -Yes <input type="checkbox"/> -No

EDUCATION AND TRAINING. Copies of transcripts and/or certificates/degrees received from formal education or training must be submitted if required for the job as stated in job description.

Education	Graduated	School	Major Areas of Study	Years/Semesters/Credits/Degree
GED	<input type="checkbox"/> -Yes <input type="checkbox"/> -No			
High School	<input type="checkbox"/> -Yes <input type="checkbox"/> -No			
College/University	<input type="checkbox"/> -Yes <input type="checkbox"/> -No			
Graduate School	<input type="checkbox"/> -Yes <input type="checkbox"/> -No			
Business/Technical	<input type="checkbox"/> -Yes <input type="checkbox"/> -No			
Special Courses	<input type="checkbox"/> -Yes <input type="checkbox"/> -No			

CURRENT LICENSES/CERTIFICATIONS/REGISTRATIONS

Type	Number	State	Expiration
Drivers: <input type="checkbox"/> -Class C <input type="checkbox"/> -Class A CDL <input type="checkbox"/> -Class B CDL <input type="checkbox"/> -Other: _____			

JOB SPECIFIC QUESTIONS - CUSTODIAN

Describe your general knowledge/experience of custodial work.

Describe your knowledge/experience using common hand and power tools.

Describe your knowledge/experience of floor maintenance (tile, carpet).

Describe your knowledge/experience of minor plumbing repairs (unstopping toilets and sinks, changing faucets, etc.).

Describe your knowledge/experience of minor electrical repairs (changing switches, turn on/off breakers, etc.).

Describe your experience changing air condition filters. (The Library has six air condition filters on a exterior roof top unit.)

Describe your experience using/climbing ladders to access heights up to 20 ft..

Describe your experience reading instructions/assembling items, such as large book shelves, computer desks, etc.

Describe your experience changing flourescent light bulbs in rooms with 15-20 ft. ceilings.

Do you know how to change flourescent light bulb ballasts?

-Yes -No

Describe your experience with plant maintenance. The City offices have plants in outside containers, as well as inside pot plants.

Describe your method/experience of tracking custodial supply inventories (paper products, cleaners, etc.).

SKILLS AND QUALIFICATIONS List skills and qualifications you possess for this position.

ASSOCIATIONS AND OFFICES HELD List professional, trade, business, or civic associations/organizations and any offices held. *Exclude* memberships which would reveal sex, race, religion, national origin, age, color, disability, or any other similarly protected status.

Dates	Association/Organization	Membership, Offices Held

ACCOMPLISHMENTS List special accomplishments, publications, awards, etc.. *Exclude* information which would reveal sex, race, religion, national origin, age, color, disability, or any other similarly protected status.

INTEREST IN THIS POSITION Please state why are you interested in this position and your reason for wanting to leave your current employer.

ADDITIONAL INFORMATION List any additional information you wish to be considered.

REFERENCES List three business/work references who are not related to you and are *not* previous supervisors. If not applicable, list three school or personal references who are not related to you.

Name	Telephone	Describe Affiliation	Years Known
	()		
	()		
	()		

AUTHORIZATION AND RELEASE FORM

I understand this application is current for this selection process only. At the conclusion of this selection process, this application will become inactive. When a future vacancy arises, and if I wish to be considered for employment, it will be necessary for me to fill out a new application. Applications submitted after the posted deadline will not be accepted.

I understand the City of Nederland, hereinafter referred to as "the City", does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by local, State, or Federal law.

I understand it is the City's policy not to refuse to hire a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the ADA. Applicants may be required to perform particular job functions as a part of the testing procedure in accordance with the selection procedures designated for particular job titles. The demonstration tests will be required of all applicants for the particular job, without exception. Applicants are to notify the City in advance of any reasonable accommodation necessary to perform job functions or tests.

I understand that in accordance with the City of Nederland Substance Abuse Policy that any applicant tentatively selected for this position will be required to submit to pre-job offer testing to screen for substance and/or alcohol abuse prior to employment, and that employment in the position will be contingent upon a negative test result. I understand that failing the substance and/or alcohol screen will eliminate me from being considered for this position and any other position with the City for a one year period.

I understand that if I am hired for a position requiring a commercial drivers license, I must comply with the Omnibus Transportation Employee Testing Act of 1991.

I understand that if I am made a tentative offer of employment, my employment is contingent upon successful completion of a post conditional job offer fitness for duty examination and/or medical examination.

I understand that if I am hired, I will be required to provide proof of identity and legal work authorization.

I understand that all Regular Full-Time positions require incumbents in the course and scope of their employment to provide services for the benefit of the general public during emergency situations that threaten the safety of Nederland's citizens. Without an approved waiver, employees are required to work immediately before, during, or immediately after an emergency.

I understand that the information given in the employment process may be investigated and inquiries will be made concerning my employment, education, criminal history, driving records, and other related matters. I give the City the right to contact and obtain information from all references, employers, educational institutions, and government agencies and to otherwise verify the accuracy of the information contained in this application. I hereby release from liability the City and its representatives for seeking, gathering, and using such information and all other persons, corporations, agencies, or organizations for furnishing such information. Accordingly, I hereby authorize all current and former employers, and all other public and private concerns, including (but not limited to) consumer reporting agencies and similar entities, to release any and all information maintained by any such employer, concern, agency, or entity concerning my personal history. I understand if employment with the City is denied wholly or partly because of

information contained in a consumer report obtained from a consumer reporting (or similar) agency, that I will be entitled to receive from the City only the name and address of the consumer reporting agency or agencies from which the report was obtained.

In consideration of the City's acceptance and consideration of any application for employment, I hereby, and by these presents do for my heirs, agents, executors, administrators, and assigns, release and forever discharge the City and all affiliated entities from all claims, demands, damages, actions, and causes of action pertaining to or arising out of the City's consideration for my application for employment and use, so long as not malicious, of all information obtained in the course or as a result of all inquiries made into my personal history, and release and forever discharge all former employers from all liability arising out of disclosure to the City of information pertaining to my personal history.

I understand that the City is an employment-at-will employer, in that, either I or the City may terminate my employment at any time for any or no reason subject to applicable state or federal law. I understand that if I am hired, I am free to resign at any time, with or without cause and without prior notice, and the City reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no representative of the City, other than an authorized officer, has the authority to make any assurances to the contrary. I further understand that any such assurances must be in writing and signed by an authorized officer.

I understand that my application is subject to the Texas Public Information Act and may be released as a public document. I understand that this application is the property of the City and will become a part of my personnel file if I am hired.

I understand that any falsification, willful omission or deception made in connection with the employment process shall be sufficient cause for refusal of employment or dismissal whenever it is discovered.

I certify that all statements made herein or elsewhere in connection with my application for employment are true and correct. I represent and warrant that I have read and fully understand the foregoing and seek employment under these conditions.

Signature of Applicant

Date Signed

Print Name



DISCLOSURE & AUTHORIZATION AND CONSENT FOR RELEASE FORM

PLEASE READ CAREFULLY

We truly welcome your application with **City of Nederland**. You are applying for a position whose acceptance will place you in a category of recognized professionals. In pursuit of that excellence we require, as a condition of employment, that all applicants consent to and authorize a pre-employment and/or continued employment verification of their background, including information submitted on their application or resume.

DISCLOSURE

This document serves solely as a clear and conspicuous written disclosure as required by the Federal Fair Credit Reporting Act set forth in Section 604 (b) to the applicant that a social security, motor vehicle verification, education, previous employment, credit, character, general reputation, personal characteristics, mode of living and a criminal background verification may be obtained for the purpose of this employment application. By the signature below, the Applicant acknowledges that **AccuSource, Inc.** has made this disclosure.

APPLICANT AUTHORIZATION AND CONSENT FOR RELEASE OF INFORMATION

This release and authorization acknowledges that **City of Nederland** may now, or any time while I am employed/training, conduct a verification of my education, previous employment/work history, credit history, contact personal references, motor vehicle records, conduct drug testing and to receive any criminal history information pertaining to me which may be in the files of any Federal, State, or Local criminal justice agency, and to verify any other information deemed necessary to fulfill the job requirements. The results of this verification process will be used to determine employment/training eligibility under **City of Nederland** employment/training policies. In the event that information from the report is utilized in whole or in part in making an adverse action decision with regard to your potential employment/training, before making the adverse decision, we will provide you with a copy of the consumer report and a description in writing of your rights under the law. I authorize **AccuSource, Inc.** at 1240 E. Ontario Avenue, Suite 102-140, Corona, California 92881, 951-734-8882, and any of its agents, to disclose orally and in writing the results of this verification process to the designated authorized representative **City of Nederland**. **Contact AccuSource, Inc., if you want to receive a copy of our Information Security Policy.**

I have read and understand this release and consent, and I authorize the background verification.

I authorize persons, schools, current and former employers, and other organizations and Agencies to provide **AccuSource, Inc.** with all information that may be requested. I hereby release all of the persons and Agencies providing such information from any and all claims and damages connected with their release of any requested information. I agree that any copy of this document is as valid as the original. I do hereby agree to forever release and discharge **City of Nederland, AccuSource, Inc.**, and their associates to the full extent permitted by law from any claims, damages, losses, liabilities, costs and expenses, or any other charge or complaint filed with any Agency arising from retrieving and reporting of information. According to the Federal Fair Credit Reporting Act, I am entitled to know if employment/training was denied based on information obtained by my prospective employer/training program and to receive a disclosure of the public record information and of the nature and scope of the investigative report.

CONFIDENTIAL INFORMATION FOR POSITIVE IDENTIFICATION PURPOSES ONLY

Applicant Last Name	First Name	Middle Name
List Other Names Used	Date of Birth (For Identification only)	Social Security Number
Drivers License Number	State Drivers License Issued	Last Name on Drivers License
Current Address	City/State/Zip	Dates
Previous Address	City/State/Zip	Dates
Previous Address	City/State/Zip	Dates

← RELEASE MUST BE SIGNED

Applicant's Signature

Today's Date

- Please provide me with a copy of my credit report (California, Oklahoma, Minnesota residents only)
- Please provide me with a copy of my investigative consumer report (California and New York residents only)