EXEMPT EMPLOYMENT OPPORTUNITY

DATE: November 17, 2015

EXEMPT EMPLOYMENT OPPORTUNITY FOR (1) VOCATIONAL WORKER I (in-lieu of Custodian)

APPLICATION DEADLINE: Monday, November 30, 2015 at 4:00 p.m.

POSITION AVAILABLE:

One (1) Vocational Worker I position in the Terminal Island Water Reclamation Plant (TIWRP), Maintenance Section, located at 445 Ferry Street, San Pedro, CA 90731.

MINIMUM REQUIREMENTS:
This position is open to all who apply with a valid California Driver’s License.

DUTIES AND RESPONSIBILITIES
Under the direction of a Building Repairer Supervisor, a Vocational Worker I (in-lieu of Custodian) will perform a variety of cleaning and janitorial tasks on Day Shift.

Duties include: sweeping; stripping and waxing floors, stairwells, mopping hallways, and waiting rooms; cleaning showers, locker rooms, elevators, and lavatories; replenishing soap, towels and paper goods; washing walls, windows, ventilators, and doors; removal of dirt and scuff marks; cleaning offices, including dusting furniture and counters; emptying trash receptacles; polishing various items; vacuuming and shampooing carpeting; moving and arranging tables and chairs for scheduled activities and other related duties.

SKILLS, KNOWLEDGES, ABILITIES, AND PERSONAL QUALIFICATIONS

- Cleaning methods, materials, chemicals, disinfectants, custodial equipment and their care and general maintenance requirements;
- Safety practices as applied to custodial equipment and work;
- Safety practices as applied to the use of ladders;
- Fire prevention and control;
- Cleaning machinery and equipment;
- Operating electric cleaning and other light custodial equipment;
- Will sustain physical work;
- Handle fragile items carefully;
- Understand and follow oral and written directions;
- Deal tactfully and effectively with other employees and the public; and
- Possess sufficient communication skills to understand and carry out work instructions.
PLEASE NOTE: A certificate and completion of 60 hours of training in the course Custodial/Building and Grounds Fundamentals is not required, but is recommended.

SELECTION PROCEDURE

Depending on the number of candidates who apply, all City applications will be reviewed in order to identify candidates who’s past and present work experience are most closely related to the duties and requirements.

Final selection will be based on an oral interview where candidates will be evaluated for their skills, knowledge, abilities, and personal qualifications in the position. In addition, the interviewers may contact present and former supervisors and may review candidates’ personnel folders as part of the selection process. All candidates who are interviewed will be notified of the final results of the selection process.

HOW TO APPLY

Candidates interested in applying for this position should fax or mail a City application by the application deadline date to:

City of Los Angeles, LA Sanitation
Attention: Elizabeth Gutierrez
1149 South Broadway, 9th Floor
Los Angeles, CA 90015
Mail Stop: 520
Telephone: (213) 485-2689
Fax: (213) 485-2973
Email: san.personnel@lacity.org

All application material must be received by Monday, November 30, 2015 at 4:00 p.m.