



Edmonds Community College is committed to supporting a diverse campus community. Applicants with multicultural experience and/or backgrounds are strongly encouraged to apply.

**POSITION AVAILABLE: CUSTODIAN 2
SNOHOMISH COUNTY HEAD START & EARLY HEAD START**

Classification Code: 678J

Opens: August 9, 2010

Closes: Open until filled; first consideration date is August 26, 2010

POSITION DESCRIPTION:

The Custodian 2 works under the general supervision of the Facilities/Fleet Manager (FFM). Custodian 2 performs janitorial duties and facilities maintenance functions at assigned site(s) maintaining the Snohomish County Head Start/Early Head Start (SCHS/EHS) facilities and clean standards established for infants, toddlers and preschool children. The Custodian 2 maintains inventory, requisition supplies and may make needed purchases of specific supplies and parts through approved vendors, under the supervision and direction of the FFM. The FFM may also assign vehicle maintenance tasks to the Custodian 2 that may include minor upkeep tasks and/or driving vehicles in for scheduled tune-ups and repairs. The Custodian 2 may direct hourly employees or lower level staff. Custodian 2 attends meetings and training sessions as directed by FFM.

Custodian 2 works off of an established daily, weekly and monthly housekeeping, custodial and maintenance task lists. At the beginning and ending of the school year, Custodian 2 works on assigned projects at designated SCHS/EHS locations. During the school year, Custodian 2 receives additional assignments from the FFM that may take the employee to different SCHS/EHS locations to work. Under the supervision of the FFM, Custodian 2 works independently in accomplishing the assigned tasks. At times, under the direction of the FFM, the Custodian 2 will be required to work in collaboration with staff at partner agencies to complete a project or task.

MINIMUM QUALIFICATIONS:

1. Physical ability to do the required work.
2. Ability to read and write English.
3. Required to provide own vehicle for transportation between sites.
4. Required to have a valid state driver's license.

DESIRED QUALIFICATIONS:

1. Minimum of one year full-time janitorial work experience in a school, hospital, medical or dental facility, retirement, residential or assisted living facility.
2. Minimum of one year full time work experience responsible for general building maintenance and grounds keeping.
3. Minimum of one year full-time work experience that included being responsible for completing semi-skilled carpentry, electrical and/or plumbing repair work.
4. Experience as a member of a work crew assigned to tasks, projects or buildings.
5. Experience working alone to complete assigned tasks.

PHYSICAL WORK ENVIRONMENT

Ability to use small hand tools and power tools. Applies appropriate handling, use and storage for all custodial and maintenance chemicals, supplies, tools, equipment, and machines. Uses appropriate cleaning techniques for designated surfaces, areas, and occupants. Apply repair and maintenance skills and techniques to solve building, facilities, grounds, equipment problems. Perform tasks involving repetitive arm and hand movements, such as extensive scrubbing, scragging, wiping, and polishing. Perform work requiring the ability to stand for long periods, lift approximately 50 or more pounds, and moving supplies, equipment, materials, and furniture. Use cleaning agents on materials, equipment, furniture, walls,

floors, ceilings, windows. Communicate in English (both orally and in writing) at a professional level with staff, management, clients, one-on-one, or on the phone. Comprehend and make inferences from English written materials. Produce written documents with clearly organized thoughts. Work with staff and clients from diverse cultural, social, economic, educational backgrounds including individuals with English as a second language.

WORK SCHEDULE:

40 hours per week.

COMPENSATION:

Salary range 28. Beginning salary is \$2016 per month, with progressive increases to \$2598, plus a full state benefits package, including tuition waiver for college classes. Experience and training will be considered in salary placement. This is a cyclic position from August through the end of June every year. The month of July is unpaid, but health insurance is continued.

APPLICATION PROCEDURES AND DEADLINE:

All applicants are required to complete and return the following:

1. Edmonds Community College job application form
2. Supplemental application (please follow directions on form)
3. Current resume
4. Names and contact information for one professional reference and one personal reference
5. Disclosure Statement
6. Reference check consent and demographic data forms (optional, but requested)

Application packets received by 5:00 pm August 26, 2010 will receive first consideration. Interviews are tentatively scheduled for early September.

Application materials can be accessed from the college web page at www.edcc.edu. Be sure to download the college application form, supplemental application, disclosure statement, reference check consent, and the demographic data form. To pick up an application in person, come to the Head Start Main Office. (see drop-off location below). Office hours are 7:30 am - 5:00 pm, Monday through Thursday. Closed Fridays during the summer.

To have an application mailed to you, please send a written request specifying the position desired to the address below or send an email to headstart.jobs@edcc.edu. For TDD access, dial (425) 640-1210. Requests must be received at least three days prior to the closing date; applications will not be mailed after that time.

To Mail or Drop-Off Your Completed Application:

Snohomish County Head Start & Early Head Start
14 E. Casino Road, Building B
Everett, WA 98208

Applications may be faxed to meet the deadline, (425) 290-3693, with the original then placed in the mail to the address listed above. We are not prepared to receive emailed materials at this time.

CONDITIONS OF EMPLOYMENT:

- You must document your citizenship or employment authorization within three days of hire.
- Union Shop Fee: You must become a member of the classified union or pay a representation fee or nonassociation fee within thirty (30) calendar days of your hire.
- You must submit to a criminal history check, including a fingerprint background check.
- Other conditions will be detailed upon offer of employment.

EEO/AFFIRMATIVE ACTION STATEMENT:

Edmonds Community College is an equal opportunity employer and operates under an affirmative action plan. Applicants with disabilities who require assistance with the recruitment process may call (425) 712-9000, ext. 4502, or email headstart.jobs@edcc.edu and accommodations will be made to the extent reasonably possible. The Human Resources Office is accessible to persons with disabilities.

Changes and/or modifications to this announcement will be circulated to original mailing list.