

POSTING DATE: CONTINUOUS
POSITION ANNOUNCEMENT
FIRST JUDICIAL DISTRICT OF PENNSYLVANIA
EQUAL OPPORTUNITY EMPLOYER

POSITION: Custodial Worker I (8am-4pm) (4pm-12am) and other shifts as dictated by operational court needs of the Family Court.

(Open to promotion, transfer or new hires)

SALARY: \$28,938 - \$31,056 (G5)

PURPOSE: To establish an eligibility list for future vacancies within the First Judicial District of Pennsylvania.

REQUIREMENTS

1. High school diploma or equivalent.

OR

2. Any equivalent combination of training and experience determined to be acceptable by the First Judicial District of Pennsylvania, which also includes a high school diploma or equivalent.
3. Successful completion of a written general aptitude test.
4. Meet physical, mental, and medical standards to perform the essential functions and work in the environmental conditional required of a position in the class.
5. City residency required within (6) months of satisfactory completion of an employment orientation period.

GENERAL DEFINITIONS

Performs routine manual work in a variety of cleaning tasks in the custodial care of court facilities and surrounding grounds. An employee in this class may work alone or participate in a small crew in custodial operations required to maintain office, living quarters, cell rooms, holding areas, dining areas and other areas used by employees or the public in a clean and sanitary condition. Work involves the performance of cleaning and minor maintenance work in an assigned building or building area. Primary responsibility is the proper use of methods, materials, and equipment. Employees follow a well established routine and work is subject to general supervision by a designated superior and is reviewed by general inspection and observation of results.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Mops and scrubs floors; washes windows; waxes and polishes floors and furniture; dusts furniture; cleans and polishes brass; cleans lavatories and replaces lavatory supplies; disposes of waste paper.

- Cuts grass, trims hedges, shovels snow, sweeps and cleans walks and assists in keeping outside premises in an orderly condition.
- Replaces light bulbs; makes simple repairs to buildings and equipment; repairs and adjusts cleaning equipment; reports damage to structures and equipment that require repairs.
- Moves furniture and equipment; delivers supplies; runs errands; serves as guard or night watchman as an incidental assignment.

MARGINAL FUNCTIONS

- Performs related work as required.

ENVIRONMENTAL CONDITIONS

- Standard clerical office conditions.
- Exposure to outside weather conditions, construction, machinery or equipment.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

- Working knowledge of methods, materials and equipment used in institutional housekeeping and general custodial functions.
- Working knowledge of the care and operation of scrubbing machines, polishing machines, vacuum cleaners and other equipment used in custodial work.
- Ability to understand, relay and follow simple oral and written instructions.
- Ability to maintain simple records and make reports.
- Ability to maintain effective working relationships with fellow workers.
- Ability to physically perform essential functions of the job.

DESIRED TRAINING AND EXPERIENCE

Ability to read and write English.

PHYSICAL AND MEDICAL STANDARDS

Ability to meet approved minimal physical and medical standards.

The First Judicial District of Pennsylvania is an Equal Opportunity Employer. In accordance with the Americans with Disabilities Act, the First Judicial District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employee.