

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 and new applicants)

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

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

Applications are being accepted for this position. Qualified applicants may apply by submitting a completed application, cover letter and résumé to the Office of Human Resources, Room 668 City Hall, Philadelphia, PA 19107. **No faxes or email submissions will be accepted.**

REQUIREMENTS:

1. Education equivalent to completion of the twelfth school grade.
2. Successful completion of a written examination* and interview process.
3. City residency required within six (6) months of satisfactory completion of a probationary period.
4. Meet physical, mental, and medical standards to perform the essential functions and work in the environmental condition required of a position in this class.

OR

5. Equivalent combinations of training and experience which provide the characteristics required to perform the essential functions of the class may substitute for those listed.

***Those selected to advance to the examination phase will be notified by separate correspondence at a future date.**

GENERAL DEFINITION:

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 and operates automated floor buffer.
- ❖ 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.
- ❖ Repairs and adjusts cleaning equipment.
- ❖ Reports damage to structures and equipment that require repairs.
- ❖ Moves furniture and equipment.
- ❖ Delivers supplies.
- ❖ Runs errands.
- ❖ Operates passenger and freight elevators.

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.
- * Knowledge of standard recycling regulations.
- * 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.

The First Judicial District of Pennsylvania is an Equal Opportunity Employer. In compliance with the American's 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 accommodations with the employer.