

RECRUITMENT ANNOUNCEMENT

BUILDING CUSTODIAN BERKELEY COUNTY COUNCIL \$22,482 ANNUALLY MONDAY-FRIDAY 6:00 AM-3:00 PM

APPLICATIONS ARE AVAILABLE AT THE COUNTY COUNCIL OFFICE, 400 W. STEPHEN STREET, SUITE 201, MARTINSBURG, WV, 25401 OR AT www.berkeleywv.org AND WILL BE ACCEPTED UNTIL 5:00 PM, FRIDAY, DECEMBER 1, 2017

KIND OF WORK:

Performs intermediate unskilled work in the general cleaning of County owned buildings. Direction is provided by the Facilities Director or his/her designee.

EXAMPLES OF WORK;

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Clean and sanitize restrooms/bathrooms using established practices and procedures.
- Polices the outside of assigned buildings. If necessary, will pick-up trash, cigarette butts, etc. and sweep the entrance way areas to buildings.
- Clean, dust, and wipe furniture; sweep, mop, or vacuum floors; empty/clean wastebaskets and trash containers; refill restroom dispensers.
- If necessary, assist with the set-up of meeting rooms.
- Strip, clean, buff and apply floor sealer and floor finish to hard surface floors, vacuum and shampoo carpets.
- Use and assist in the maintenance of buffers, scrubbers, vacuums, brooms, mops and squeegees for the cleaning and general maintenance of floors, walls, carpets, furniture, etc.
- Wash walls, mirrors, receptacles, etc. as directed.
- Use ladders when required in work assignments.
- If necessary, lock and unlock assigned office suites and/or buildings. Secure office suites and/or buildings when facilities are not in use, checking for unlocked doors and windows, report any unauthorized occupants, turn off lights.
- Identify and report any observed unsafe conditions and/or hazards that might exist.
- Understand and follow instructions regarding the use of chemicals and cleaning supplies.
- Wash accessible interior and exterior windows if directed to do so by the Facilities Director.
- Performs related tasks as required.

QUALIFICATIONS AND REQUIREMENTS:

- Any combination of education and experience equivalent to graduation from high school.
- Considerable building cleaning and/or light maintenance experience.
- General knowledge of the common practices, tools, and terminology associated with building cleaning and/or maintenance.
- Ability to follow oral and written instructions.
- General knowledge of the hazards and safety precautions associated with building cleaning/maintenance.
- Ability to estimate needed materials and time required for various job assignments.
- Ability to establish good working relationships with associates and to work together as a team.
- Valid driver's license.
- Ability to work a varied work shift if necessary.
- Ability to work independently with little supervision.
- Must be able to bend, stoop, work over head, and lift up to 40 pounds on occasion.

ADDITIONAL INFORMATION FOR APPLICANTS

APPLICATION FOR THIS RECRUITMENT:

All applications for vacancies with Berkeley County Government must be submitted to the Berkeley County Council, 400 West Stephen Street, Suite 201, Martinsburg, WV, 25401 on or before the date specified on the front of this announcement. An application may be rejected if it is not complete or is received after the specified closing date (we do honor post-mark date on applications submitted by postal mail). Each applicant will be notified by mail regarding the selection process. Berkeley County does not reimburse travel expenses incurred to attend a scheduled interview.

EXAMINATION PROCEDURE:

The kind of examination/screening for positions announced will vary with each position and may include:

- o an evaluation of training and experience
- o personal and/or group interview
- o written and/or spoken examination(s)
- o performance test(s)
- o a background investigation
- o a physical examination*and
- o a drug test*.

*These examinations are administered after offer of employment.

PROBATIONARY PERIOD:

Berkeley County is an “At-Will” employer. However, new employees normally serve a probationary period of six (6) months before attaining regular status. The length of the probationary period may vary depending on the position and may be extended depending on performance. The probationary period is considered part of the examination process to determine the employees fitness for the position in which he/she was placed.

COMPENSATION:

Berkeley County employees are paid twice per month. A new employee ordinarily starts work at the rate specified in this announcement. The Berkeley County Council reviews compensation increases as part of the normal budget preparation process and makes the appropriate compensation adjustments at the beginning of the fiscal year (July 1).

ANNUAL LEAVE, SICK LEAVE AND HOLIDAYS:

(the following is unavailable for part-time and temporary positions)

- o Employees earn 1.50 days of sick leave per month/18 days annually with unlimited accumulation.
- o Berkeley County observes 12 paid holidays per year and Primary and General Election Days as they occur.
- o Employees accumulate annual leave according to the following schedule:

<u>Years of Service</u>	<u>Days Per Month</u>	<u>Days Per Year</u>
0 – 5 years	1.25 days	15 days
5 – 10 years	1.50 days	18 days
10 – 15 years	1.75 days	21 days
15 years plus	2.00 days	24 days

HEALTH, RETIREMENT & MISCELLANOUS BENEFITS:

(some of the benefits may be available to regular part-time employees)

- o Regular employees are required to participate in the West Virginia Public Employee Retirement Plan.
- o Life Insurance is available to full-time employees, their spouse and eligible dependents.
- o Regular full-time employees may elect to join the County sponsored health plan which includes medical, hospitalization, major medical, dental, vision, and prescription drug coverage. The County allocates an annual contribution towards employee benefits. Anything in excess is paid for by the employee through payroll deduction.
- o Deferred compensation programs are available.
- o Direct deposit is mandatory.

BERKELEY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER