



**ONLY FOR CURRENT
RECREATION & PARK EMPLOYEES
FOR REASSIGNMENT ONLY**

2708 Custodian

**Filing Deadline:
Wednesday, April 18, 2018 at 4:00 p.m.
(Hand delivered)**

**If invited for interview, you will be notified by
5:00 p.m. on Thursday, April 19, 2018.**

Salary: Current Pay

Location: PSA 1 and PSA 2

Appointment: Reassignment

Date Issued: Wednesday, April 11, 2018

APPOINTMENT: Reassignment will be made in accordance with the agreement between SEIU and the Recreation & Park Department whereas “Employees are assigned to a Park Service Area (“PSA”) and not to a specific site or facility within a PSA. Therefore, assignments within a PSA may be made at any time based on operational needs.” For additional information, please refer to the full text on page 3 of this announcement.

The department has **two (2) full-time** custodian vacancies. Information for current PCS full-time employees about the positions and supervisor/manager contact is as follows:

#	LOCATION	SHIFT	SUPERVISOR	SUPERVISOR CONTACT
1	PSA 1	Monday – Friday 4:00am – 12:30pm	Simon Kwong (Acting)	(415) 601-6550
2	PSA 2	Sunday – Thursday 4:00am – 12:30pm	Salvador Roa	(415) 939-6855

MINIMUM QUALIFICATIONS:

- Current Permanent Civil Service (PCS) status in Class 2708 Custodian (probation completed)
- Possession of a valid California driver’s license

GENERAL DUTIES

Under supervision, the selected Custodians will be responsible for:

- performing routine cleaning tasks;
- maintaining interiors of buildings, other facilities and surrounding areas;
- maintaining recreational areas and specific exterior areas of buildings such as parking areas, ramps and sidewalks;
- operating scrubbers, buffers, wax applicators, burnishers, carpet extractor, pressure washer and other electrical, gas and manual operated appliances and equipment (e.g., leaf blower);
- removing disposable waste materials from premises;

- assisting in moving and arranging of furniture and equipment as needed;
- washing interior glass, wall partitions and interior and exterior windows;
- caring for custodian tools, equipment and supplies;
- securing buildings as required; and
- performing related duties as needed.

DESIRABLE QUALIFICATIONS

- Completion of custodial training course with certificate of completion (for example, Custodial Building Maintenance offered by the San Francisco Community College District);
- Ability to drive large vans (e.g., 12-person) and trucks in a safe manner;
- Ability to work in inclement weather;
- Ability to establish and maintain effective communication with other field staff, supervisors management, and the general public;
- Bilingual language skills (e.g., Spanish, Cantonese)

APPLICATION PROCEDURE

Please submit the attached Reassignment Request form which states in priority order the reassignment(s) for which you are applying. Your completed form must be **hand delivered** to:

McLaren Lodge – Human Resources Office
501 Stanyan St. (@ Fell St.)
Attn: 2708 Custodian - REASSIGNMENT

Applications must be hand delivered by Wednesday, April 18, 2018 at 4:00 p.m.

If invited for interview, you will be notified by 5:00 p.m. on Thursday, April 19, 2018.

NOTE: Applicants will be screened for relevant qualifying experience. Additional screening mechanisms may be implemented in order to determine candidates' qualifications. Only those candidates most qualified will be invited for an interview. Applicants meeting the minimum qualifications are **not** guaranteed advancement to the interview.

Policy of Non-Discrimination on the Basis of Disability and Equal Opportunity Statement

The Recreation and Park Department does not discriminate on the basis of disability in employment or in the admission and access to its programs or activities. Persons with disabilities who might need accommodations during the application and selection process should contact Antonio Archuleta (415) 831-6858; or in writing at the address listed on the job announcement as soon as possible after filing the application.

**Minorities, Women, and Persons with Disabilities are Encouraged to Apply
SF Recreation and Parks is an Equal Opportunity Employer**

Reassignment Process

- “. . . Employees are assigned to a Park Service Area (“PSA”) and not to a specific site or facility within a PSA. Therefore, assignments within a PSA may be made at any time based on operational needs.
- Temporary reassignments are defined as assignments lasting not more than one year and outside the employee’s current PSA.
- The Department may temporarily reassign employees outside of their current PSA. When this type of a temporary assignment is made, the Department shall reassign one of the three least senior qualified employees from within the class and department.
- Consistent with the CBA, if an assignment results in a change to the employee’s scheduled work hours, the Department shall notify the affected employee at least two weeks prior to the assignment change, unless the employee agrees to start the new schedule sooner than two weeks or operational exigencies warrant a more immediate change in an employee’s work schedule as provided in the CBA.
- An employee, who is reassigned outside of his/her current PSA as a result of building/facility closure(s), shall return to the PSA from which s/he was reassigned upon the building/facility’s reopening. Depending on the length of the building/facility closure, these temporary assignments may last more than one year. . . . ”



Mayor Mark Farrell
 Phil Ginsburg, General Manager

**2708 CUSTODIAN
 REASSIGNMENT REQUEST FORM (Due Wednesday, April 18, 2018 at 4:00 p.m.)**

Please complete this form in order to be considered for a reassignment per the announcement Application Procedure.

Name (Last, First) Please print legibly	
Current Supervisor & Complex	
Current Schedule	

Contact Info Telephone Number(s) [Home, Cell, etc.] E-Mail Address	
---	--

Instructions: Please indicate your first choice, second choice, etc in the "Reassignment / Location (PSA, etc.)" column below.

Preference	Reassignment/Location (PSA, etc.)
1	
2	

SIGNATURE:	DATE:
-------------------	--------------