

Vandalia Public Works Department

2017 Applicant Information

Custodian

The City of Vandalia is seeking a skilled custodial professional to join its Parks and Recreation team.

This position performs a variety of duties, as follows:

- Maintains the safety and security of the Vandalia Recreation Center. Performs a variety of tasks to ensure cleanliness of the building to include restrooms and locker rooms, fitness and exercise areas, offices and common areas.
- Scrubs, dusts, wet mops, vacuums, strips, sweeps, waxes floors, empties trash, washes walls and windows, shovels snow, applies salt, etc.
- Operates power cleaning equipment to include vacuum cleaner, carpet extractor, floor buffing machine, power washer, etc.
- Performs other minor maintenance.
- Supervision of part-time staff to include scheduling, assignment of tasks; interviewing and recommendations of applicants; recommending discipline; handling employee complaints; attending and participation in policy and operations meetings.
- Opens, closes, locks and unlocks facilities as needed; assists with set up and tear down of special events.
- Attends meetings and serves on committees; attends training and seminars.
- Weekend work on a rotational basis is required.

Vandalia serves a growing, progressive community situated in the northeastern portion of Montgomery County. The community has a diverse commercial and industrial base, with a residential population of approximately 15,000.

SALARY AND BENEFITS

The successful candidate will start their career with Vandalia at a pay rate of \$12 to \$14 per hour, depending upon qualifications. Vandalia uses a Merit Based Compensation Structure. Employees are evaluated and considered for merit-based increases annually on their anniversary of employment. Please see the attached sheet for information on Full Time Employee Benefits.

MINIMUM QUALIFICATIONS

- ◆ Must be at least 18
- ◆ Possess a high school diploma or GED
- ◆ Two to four years of self-directed custodial experience.
- ◆ Demonstrate familiarity with custodial practices, supplies and equipment and the ability to oversee subordinate staff as well as
- ◆ Experience using hand tools.
- ◆ General knowledge of word processing, computer operation and use of modern office equipment to include email.
- ◆ Customer service is a priority and the chosen candidate will interact exceptionally with VRC patrons and co-workers, alike. Those with demonstrated customer interaction may receive preference.
- ◆ Obtain satisfactory scores on all phases of the qualification process, including oral interviews, background check, physical exam and drug screen.

TESTING PROCEDURES AND QUALIFICATION PROCESS-ELIGIBILITY LIST

The process for establishing a provisional eligibility register for the position of Custodian has three successive steps:

- Phase 1. **Timely Submission of a Preliminary Application and Letter of Interest**
Deadline for submission of applications is Friday, September 22, 2017, 5 p.m. Application MUST be

accompanied by a personally-composed, handwritten letter outlining your experience and skills as they relate to the minimum qualifications listed above. You should also explain your interest in employment with the City of Vandalia. Candidates' credentials and letters of interest will be assessed and scored and a provisional eligibility register will be established, containing the names of all applicants scoring at least **70%**. The provisional eligibility register shall have a term of twelve months, unless otherwise specified by the Vandalia Civil Service Commission.

Phase 2. First Oral Interview

Selected applicants will receive notification to appear for the First Oral Interview. The First Oral Interview review board will be made up of at least two Parks and Recreation employees and the Assistant to the City Manager and/or others as may be designated. Candidates must pass the interview with a score of at least **80%** to continue in the qualification process.

Phase 3. Second Oral Interview

The top 5-scoring applicants from the First Oral Interview will receive notification to present themselves for the Second Oral Interview. The interview board will be comprised of the City Manager or his designee, the Parks and Recreation Director and the Custodial Supervisor. Participants in the second interview must achieve a minimum passing score of **80%** to continue in the qualification process.

On each interview, all candidates will be asked a uniform set of questions that seek to measure specific attributes. All answers will be uniformly rated and recorded on a standardized form by each member of the oral interview boards.

The scores from the First and Second Interviews will be combined and averaged and candidates will be ranked according to final score. From the top 5 candidates, the City Manager will select one candidate at a time to continue in the qualification process.

*Names of any eligible candidates who were not called for the first interview or who successfully **passed** the first interview, but did not score high enough to continue to the final interview, will be kept on file for a minimum of twelve months in the event the qualification process is reopened or additional vacancies occur.*

THE FOLLOWING PHASES ARE PASS/FAIL

The selected candidate(s) will proceed to the last phases of testing. Should any candidate fail to pass any of the remaining phases, others will be selected to advance.

Phase 4. A Thorough Background Investigation

At a minimum, the investigation will include:

- A. Verification of the candidate's qualifying credentials
- B. Driver's License Check
- C. A Nationwide Criminal History Check
- D. An interview with at least three professional references
- E. Verification of a candidate's previous employment history

Phase 5. A Medical Examination

A medical examination of each candidate will be conducted after a conditional offer of employment, but prior to actual appointment to probationary status. This examination is to identify any medical problems that might inhibit work performance, shorten a career or contribute to work-related disabilities.

APPLICANT DISQUALIFICATION AND RE-APPLICATION

The following occurrences ---revealed at any time throughout the qualification process--could result in rejection of an applicant's candidacy:

- Lacks any of the minimum requirements established for the position.
- Makes a false or misleading statement or omission of any information or fact.
- Practiced or attempted to practice any deliberate deception or fraud in their application or in their examination, in establishing their eligibility, or securing their appointment.
- Uses, threatens or attempts to use political influence in securing employment.
- Is unable to perform the essential functions of the job with or without reasonable accommodation.
- Is addicted to the habitual use of intoxicating liquors or drugs or uses them to excess.
- Has a pattern of poor work habits and performance with previous employers.
- Has failed to submit their application correctly or within the prescribed time limit.
- Has a poor driving record.
- Has numerous debts.
- Has been convicted of a felony, a serious misdemeanor, or infamous or notoriously disgraceful conduct.
- Has been dismissed from public service or other employment for delinquency or misconduct.
- Has unsatisfactory report of character investigation or personal habits.
- Does not possess or cannot obtain necessary license, certification, bonding, or other requirements.

It is IMPERATIVE that candidates provide honest information in EVERY phase of the qualification process.

Candidates not eligible for appointment to probationary status or not appointed to probationary status as a result of any portion of the qualification process shall be informed, in writing, of the reason within 30 calendar days.

Re-application, re-testing and re-evaluation of candidates not appointed to probationary status shall be governed by procedures provided in the City of Vandalia's Personnel Policies and Procedures. Generally, due to the infrequency of recruiting efforts, there are no limitations on re-application.

The appointment of a new employee shall not be deemed complete until successful completion of a probationary period of 12 months of actual service.

**The City of Vandalia is an Equal Opportunity Employer and ADA Compliant.
Women and Minorities are Encouraged to Apply**