

Vandalia Parks & Recreation Department

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. 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.
- Customer service is a priority and the chosen candidate will interact exceptionally with VRC patrons and co-workers, alike.

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

Pay rate is \$12.60 to \$14.60 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. The City of Vandalia offers an exception benefits packaged to include: Medical, Dental, Vision, Prescription, Vacation, Paid Sick Time, Retirement, Life Insurance, Membership to the Vandalia Recreation Center, and a whole lot more!!

WORK HOURS

- The Custodian works four evenings a week from **(3:30pm to 12:00am)** and two nights per month. **(3:00pm – 11:30pm on Saturday and 2:00pm – 10:30pm on Sunday)**

MINIMUM QUALIFICATIONS

- ◆ Must be at least 18 and possess a high school diploma or GED and a valid driver's license.

PREFERRED QUALIFICATIONS

- ◆ Two to four years of self-directed custodial or related experience.
- ◆ Leadership or supervisory experience.
- ◆ Demonstrate familiarity with custodial practices, cleaning supplies, and equipment.
- ◆ General knowledge and use of modern office equipment to include email.
- ◆ Experience using hand tools and possess strong customer serviced skills

APPLICATION INSTRUCTIONS:

Applications will be accepted through 5/28/19. Print off and complete the application. Submit the application, along with a resume and cover letter to:

Email: to resumes@vandaliaohio.org

Mail: City of Vandalia, 333 James E. Bohanan Memorial Dr., Vandalia OH 45377

Fax: 937-989-6117

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, Resume and Cover Letter**

Deadline for submission of applications is **Monday, May 28, 2019 at 5:00 p.m.** Application **MUST** be accompanied by a resume and cover letter. Application information 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 and previous employment history
- B. Driver's License Check
- C. A Nationwide Criminal History Check
- D. An interview with at least three professional references

Phase 5. **A Medical Examination & Drug Test**

A medical examination and drug test 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**