



COUNTY OF GLENN



Is recruiting for a **PUBLIC SERVICE WORKER II - GENERAL SERVICES**

DEADLINE TO APPLY

Monday, November 29, 2021

COMPENSATION

\$16.07 Per Hour

PSE benefits:

[PSE Summary of Benefits](#)

THE SELECTION

PROCESS

Candidates must submit a completed job application. Application packets will be screened and candidates considered best qualified will move forward to a competitive examination process, which may include a written exam, practical skills exam, an oral interview, fingerprinting/background check or medical examination process if applicable. Eligible lists are used for Full-Time (40 hrs./wk. with benefits), Part-Time (20-39 hrs./wk. with benefits), and Public Service employee (PSE) temporary (limited benefits).

THE POSITION

The Public Services Worker II - General Services position will perform a variety of custodial / janitorial duties in assigned buildings in the County in the General Services Department. This position is at-will, temporary, part-time and scheduled for twenty-five (25) hours per week.

THE IDEAL CANDIDATE

The ideal candidate will have janitorial/custodial experience and know safe methods of using equipment and handling chemicals used in the performance of work.

WHAT YOU'LL DO

- Keeps an assigned building and surrounding area clean on a daily, weekly and monthly schedule as directed.
- Performs general custodial duties, including but not limited to sweeping, mopping, buffing and polishing floors; vacuuming and shampooing carpets; spot cleaning carpets; cleaning and sanitizing restrooms; cleaning / dusting furniture, appliances and other surfaces; polishing furniture and other wood surfaces; cleaning glass windows and doors; cleaning metal surfaces; emptying ash trays and trash cans, etc.
- Replaces light bulbs and fluorescent bulbs.
- Performs exterior cleaning duties, including but not limited to cleaning / sweeping exterior walkways, porches, steps, etc.; removing trash and debris; cleaning door mats; washing exterior windows; removing cobwebs, etc.
- Monitors and refills cleaning and paper supplies.
- Secures doors and windows; turns lights on/off.
- Reports building maintenance and repair needs to appropriate staff person(s).
- Moves and arranges furniture as needed.

About Glenn County Glenn County has a population of 29,132 and is located mid-way between Sacramento and Redding in Northern California. Glenn County is primarily an agricultural community with mountains on the west, the Sacramento River bounding the east side and the Interstate 5 corridor taking you through the rich farm land of the County. With over 1,188 farms, agriculture remains the primary source of Glenn County's economy. Major commodities include rice, almonds, milk products, prunes, bees and livestock.

ARE WE A MATCH?

- You are able to understand and follow written and oral instructions.
- You have knowledge of methods, materials and equipment used in custodial work.
- You are able to establish and maintain cooperative working relationships with those contacted in the course of work.
- You are able to operate a variety of equipment and tools used in custodial work.

MINIMUM QUALIFICATIONS

EXPERIENCE:

Some janitorial/custodial experience is desirable.

EDUCATION:

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

IMPORTANT APPLICATION INFORMATION

To apply for this job opportunity, submit a completed County of Glenn employment application packet online at calopps.org or to the Personnel Department: 525 W. Sycamore Street, Willows, CA 95988 by 5:00 P.M., Monday, November 29, 2021.

This recruitment may be used to establish a list to fill future vacancies for the next six (6) months.

Application packets must include the following

- A Glenn County Employment Application

- The County of Glenn is an Equal Opportunity Employer. Qualified individuals with disabilities who need a reasonable accommodation during the application or selection process should contact the Personnel Department.
- The above information is general in nature and does not constitute an expressed or implied contract. The County of Glenn has the right to rescind this recruitment at any time.