



CAREER OPPORTUNITY: CUSTODIAN

Salary Range: \$51,319 | \$80,573

APPLICATION SUBMISSION DEADLINE: April 18, 2025 or until filled

THE OXNARD HARBOR DISTRICT, WHICH OWNS THE PORT OF HUENEME, IS SEEKING INTERESTED CANDIDATES TO FILL THE POSITION OF CUSTODIAN FOR THE PORT. ANY INDIVIDUAL WITH AN INTEREST IN BEING CONSIDERED FOR THIS POSITION WILL NEED TO APPLY.

APPLICATION SUBMISSION REQUIREMENTS:

- 1) **COVER LETTER**
- 2) **FULLY COMPLETED** Oxnard Harbor District Employment Application Form (*on Port's website*)
- 3) **RESUME** (with employment history and significant accomplishments)
- 4) **REFERENCES** (Submit two (2) Professional and two (2) Personal references)

HOW TO APPLY: Applications will be accepted via one (1) of the following two (2) methods;

- **BY EMAIL (attach all documents in a single combined PDF format in order as 1-4 above):**

HR@portofh.org (Important: Email Subject Line to read exactly as follows ;)
HR-CUSTODIAN

OR.....

- **BY US. POSTAL SERVICE:**

**THE PORT OF HUENEME
CUSTODIAN
Attn: #345 HR-RECRUITMENT
567 West Channel Islands Blvd.
Port Hueneme, CA 93041**

POSITION TITLE: CUSTODIAN
DEPARTMENT: OPERATIONS/FACILITIES
BARGAINING UNIT: SERVICE EMPLOYEES INTERNATIONAL UNION (SEIU) Local 721

POSITION DESCRIPTION:

Under the general supervision of the Facilities Supervisor, the Custodian Under the general supervision of the Facilities Supervisor, the custodian provides a variety of custodial services within assigned areas of the Oxnard Harbor District. The custodian will be reliable, exhibit a good attitude, exemplary customer services, as well as have the capability to learn advanced custodian tasks. They must be able to work independently, accomplishing assigned tasks efficiently with limited supervision. May also assist and perform as back-up to the Facilities Maintenance position.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Custodian performs, but is not limited to, the following essential functions:

1. Responsibilities:

- Keeps assigned areas clean, sanitize and aseptic by scouring, scrubbing, mopping, polishing, pressure washing, using germicides and wet dusting, collects and disposes trash.
- Sweeps building entrance and sidewalks and other related duties.
- Dusts, cleans and polishes desks, equipment, cabinets, shelves, blinds and other office furniture and empties waste receptacles.
- Cleans and disinfects sinks, toilets and urinals daily.
- Replenishes restroom and kitchen/break room supplies daily.
- Cleans counters, shelves, mirrors, and light fixtures in restrooms. Deodorizes and disinfects lavatory floors, walls and fixtures.
- Cleans window coverings, washes windows, walls and doors.
- Vacuums and shampoos rugs and carpets.

2. Maintenance:

- Cleans ceiling air vents as needed.
- Installs replacement parts on fixtures.
- Repairs minor plumbing problems in restrooms.
- Operates a variety of hand, power and shop tools and equipment to perform minor repair work.

QUALIFICATIONS:

- A High School Diploma and at least two (2) years of work experience in performing maintenance and janitorial duties.
- Ability to professionally interact with co-workers, port customers and dock workers.
- Ability to safely operate power tools, manual tools and a variety of custodial-related equipment.
- Extensive knowledge of cleaning techniques, procedures and safety precautions, in the use of custodial materials and chemicals, in the operation of vacuum cleaners, buffers, wet and dry pickups, scrubbers and other related custodial equipment.
- Ability to lift, carry, push, pull and move items weighing more than 50 lbs. Ability to walk on uneven surfaces. Ability to climb ladders and perform work on elevated platforms.
- Ability to perform work requiring extensive standing and bending at the waist in addition to constant overhead and horizontal reaching.
- Ability to meet the requirements to wear respiratory protection equipment.
- Performs routine housekeeping.

MINIMUM REQUIREMENTS:**Education, Training and Experience:**

High School Diploma or GED equivalent is required and at least 2 years' experience.

Licenses; Certificates:

A current, valid California Class C driver's license at time of appointment and maintained thereafter in order to operate District owned vehicles.

Any janitorial training, certifications in equipment use and any related licenses recommended.

Special Requirements:

Due to work duties near bodies of water, ability to swim.

Incumbent must be able to pass a background check in accordance with current Federal and State Maritime facilities requirements, i.e., must be able to successfully obtain a Transportation Workers Identification Card, (TWIC).