

POSITION ANNOUNCEMENT  
FIRST JUDICIAL DISTRICT OF PENNSYLVANIA  
EQUAL OPPORTUNITY EMPLOYER

POSITION: Custodial Worker I  
Court Administration

*(Open to Promotion, Transfers, and New Hires)*

SALARY: \$28,938 - \$31,056 (G05)

**REQUIREMENTS:**

1. High School Diploma or equivalent.

**OR**

Any equivalent combination and experience determined to be acceptable by the First Judicial District of Pennsylvania, which also includes a high school diploma or equivalent.

2. Successful completion of a written general aptitude test.
3. City residency required within six (6) months of satisfactory completion of an employment orientation period.
4. Ability to perform the essential functions of the position.

**GENERAL DEFINITION:**

This is routine manual work in the custodial care of court facilities and surrounding grounds. An employee in this class may work alone or participate in a small crew in custodial operations required to maintain office, living quarters, cell rooms, holding areas, dining areas and other areas used by employees or the public in a clean and sanitary condition. Work involves the performance of cleaning and minor maintenance work in an assigned building or building area. Primary responsibility is the proper use of methods, materials, and equipment. Employees follow a well established routine and work is subject to general supervision by a designated superior and is reviewed by general inspection and observation of results. This position may require employees to work night and weekend shifts.

**ESSENTIAL FUNCTIONS**

*The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

- Mops and scrubs floors; washes windows; waxes and polishes floors and furniture; dusts furniture; cleans and polishes brass; cleans lavatories and replaces lavatory supplies; disposes of waste paper.
- Cuts grass, trims hedges, shovels snow, sweeps and cleans walks and assists in keeping outside premises in an orderly condition.
- Replaces light bulbs; makes simple repairs to buildings and equipment; repairs and adjusts cleaning equipment; reports damage to structures and equipment that require repairs.
- Moves furniture and equipment; delivers supplies; runs errands; serves as guard or night watchman as an incidental assignment.

## **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS**

- Working knowledge of methods, materials and equipment used in institutional housekeeping and general custodial functions.
- Working knowledge of the care and operation of scrubbing machines, polishing machines, vacuum cleaners and other equipment used in custodial work.
- Ability to understand, relay and follow simple oral and written instructions.
- Ability to maintain simple records and make reports.
- Ability to maintain effective working relationships with fellow workers.
- Ability to physically perform essential functions of the job.
- Ability to read and write English.

## **PHYSICAL AND MEDICAL STANDARDS**

Ability to meet approved minimal physical and medical standards.

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The First Judicial District of Pennsylvania is an Equal Opportunity Employer. In accordance with the Americans with Disabilities Act, the First Judicial District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employee.