

## MEMORANDUM

MEMO BY Irving P. Chou TO Distribution Below FILE TITLE Custodian 2009 Bidding Procedure

### Distribution

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A Department-wide bidding system for Custodians has been negotiated and will be implemented effective November 30, 2009. The bid system provides that there will be a one-month open bidding period each year. During this period, Custodians may submit bids for different work locations.

The open bidding period for 2009 will be November 30 through December 30. A copy of the 2009 announcement bulletin is attached. Also attached is a Work Location List.

The attached packet of material will be sent directly to each Custodian. Custodian Supervisors will be responsible for accepting a completed bid form from a Custodian, signing and dating the form, making a copy and giving it to the Custodian, and forwarding the original to Elkie Yiu of Business Support Services.

If you have any questions or comments, please call me at extension 73021.

IC:ec

Attachments

## BULLETIN

### CUSTODIAN OPEN BIDDING PERIOD

November 30 through December 30, 2009

A Department-wide bidding system for Custodians was implemented on September 28, 1988 (see Human Resources Bulletin No. 88-17, a copy of which is attached). Article III of the Bid Plan provides that once a year a bulletin will be issued announcing a one-month period during which Custodial Services Attendants may submit bids for new work locations. The 2009 Custodian Open Bidding Period will be November 30, 2009 through December 30, 2009.

#### Bidding Procedures

To bid on new work locations, follow these procedures:

- (1) Review the "Custodian Work Location Descriptions" (copy attached) to decide which location or locations you wish to bid to.
- (2) If you wish to bid, fill out the "Custodian Bid Request Form" (copy attached) and give it to your immediate supervisor before the end of the bidding period. Your supervisor will sign and date the form, give you a copy, and forward the original to Elkie Yiu of Business Support Services, JFB Room1222; Fax (213) 367-1737.

NOTE: Those Custodians who have status in the Civil Service Class 3156-Custodian and who have been at their current work location for the past 12-months may elect to not bid and remain at their current Work Location/Bidder Station, but they must still submit a Bid Request form indicating that they do not wish to bid. If you elect to bid on another Work Location, you will lose all rights to remain at your current Work Location/Bidder Station.

NOTE: The "Registration Form -Human Resources" (sometimes referred to as the "Request for Transfer" form) will no longer be accepted for Custodian bids. All Custodian bids must be submitted on the attached form entitled, "Custodian Bid Request Form".

#### Attachments:

Operations Support Services Bulletin No\_\_\_\_\_  
Custodian Work Location Descriptions  
Custodian Bid Request Form (Blank)

Department of Water and Power  
Bid System Custodians

A Department-wide bidding system for Custodians will be implemented upon publication of this Bulletin. This bid system will allow employees in the Class 3156-Custodians to bid on any vacant Custodian position within the Department of Water and Power:

The specific bidding procedures are as follows:

To the extent that it is consistent with the most efficient operation of the Department, the procedures described in this Bid System will be followed in filling vacant Custodian positions in the Department of Water and Power.

I. Objectives

The objectives of this bid plan are:

- (1) To provide employees in the class of a greater selection of work locations throughout the Department.
- (2) To provide greater diversity of training and experience to enhance safe and efficient performance of custodial operations.
- (3) To recognize seniority of service for the Custodians.
- (4) To provide benefit to the DWP as a whole.

II. Definitions

Candidate Pool: The Candidate Pool shall be the group of candidates, established according to the procedures described in this bid plan, from which selection is to be made.

Seniority: Seniority shall be the total time served under regular, limited or emergency appointment in the Civil Service class of Custodian in the Department of Water and Power after deducting continuous absences of over one year with the exception of military service.

(In case of a layoff, the provisions under Charter Sec. 12.5 shall apply.)

Seniority List: A list of all eligible bidders in the class in order of seniority.

Temporary Vacancy: A Custodian position shall be considered temporarily vacant when the incumbent:

- is absent for a period expected to be less than six months
- starts probation in another class

Vacant Position: A Custodian position shall be considered permanently vacant, when the incumbent employee has left, due to any of the following conditions:

- Termination of employment
- Permanent reassignment to another work location
- Completion of probation in another class
- Leave of absence in excess of six months for personal reasons
- Disability leave of six months or more
- Abandonment of position
  - Military leave of six months or more
  - Reorganization

Work Location: A work location is a reporting facility of the Department of Water and Power where there are one or more permanent positions of Custodian.

### III. Annual Posting of Bid Locations

A. Once a year for a period of 30 days, Business Support Services shall post a bulletin inviting each Custodian to submit a request listing work locations to which he or she would like to be reassigned. The bulletin shall include the following:

- Listing and brief description of all work locations.
- A description of the procedure for making assignments within each work location.

Employees desiring such reassignment may complete a Request Form and transmit the form to the Business Support Services Section of the Operations Support Services Division. Request Forms must be received by the Business Support Section by the closing date, which is 30 days following the beginning of the sign-up period.

B. The Request Forms shall be maintained by the Business Support Services Section of the Operations Support Services Division. When a vacant position at a work location needs to be filled, the Operations Support Services Division shall consider those employees who have indicated a desire to be reassigned to that work location.

### IV. Eligibility to Apply for Vacant Positions

All employees who have status in the Civil Service Class 3156-Custodian in the Department of Water and Power are eligible to submit a request indicating a desire to bid to other work locations.

### V. Procedure For Filling Positions

#### A. Filling Permanent Vacancies

1. Once a year the Business Support Services Section of the Operations Support Services Division shall provide, for each work location, a list of all employees who have indicated, on a Custodian Bid Request Form, a desire to bid to other Work Locations. The list shall be in order of seniority and shall be produced within 30 days of the end of the sign-up period.

2. The most senior candidate in the candidate pool shall be evaluated according to the criteria listed in 3(a) through 3(c) below.

3. Criteria:

- (a) Has been at his/her present work location at least twelve continuous months immediately prior to the date the position became vacant.
- (b) Not on the Department's Attendance Improvement Program. Management may, at its option, waive this criteria.
- (c) Candidate, after being evaluated, is found to be generally suitable for the duties of the position being filled.

4. If the most senior candidate meets all the criteria in 3(a) through 3(c) above, that candidate shall be offered-the position. If the candidate declines, his bid for that work location will be cancelled for the remainder of the current bid period.

5. If no appointment is made after the operation of step (4) above, steps (2), (3) and (4) will be applied to the next most senior candidate.

6. In case of emergencies and other extraordinary circumstances, Management may create, restore to, or withdraw from, any position in this Bid Plan.

#### B. Filling Temporary Vacancies Through This Bid Plan

When a temporary vacancy occurs, as defined herein, management may, at its option, fill the vacancy through this Bid Plan, provided candidates are informed that the position is temporary. If the original permanent employee returns to the position from which he or she was temporarily absent, the employee temporarily appointed through this Bid Plan may be reassigned to any vacant position. Changes in work location as a result of a temporary assignment shall not constitute a break in the twelve continuous months of service required for eligibility to bid.

#### C. Alternate Means of Filling Positions

If the operation of Sections V (A) and (B) above does not result in filling the position, management may fill the position from the Civil Service Eligible List or may use alternative means to accomplish needed work. An employee appointed to fill a permanent vacancy under this Section (C) shall be considered as occupying a position obtained through this Bid Plan.

#### D. Existing Positions at Time of Bid Plan Implementation

A position which is permanently occupied, at the time this Bid Plan is implemented, shall be considered filled and will not be subject to being bid until the position becomes vacant as defined in "II. Definitions" above, under "Vacant Positions".

IRVING P. CHOU  
Construction & Maintenance Superintendent  
Manager, Facilities Management, Operations, and Support Services

CUSTODIAN WORK LOCATION DESCRIPTIONS  
November 2009

Note: The attached descriptions represent the general conditions in existence at each work location at the time of publication of this bulletin. Conditions may change from time to time.

Copies of the Class Specification and Duties Description Records are attached for your information.

Custodian Work Location Descriptions, November 2009

| <u>Work<br/>Loc.<br/>No.</u> | <u>General Information</u>   | <u>Description</u>   |
|------------------------------|--|--|
| 1.                           | <p>John Ferraro Building<br/>111 N. Hope Street., LA<br/>Operations Support<br/>Services Division</p> <p>Current Number of<br/>Positions: 50</p> | <p>The John Ferraro Building (JFB) has eleven (11) daytime positions and thirty-nine (39) night positions.</p> <p>The eleven (11) daytime positions are “utility positions” where various duties are assigned as required. The thirty-nine (39) night positions are “bidded station positions” where a set of specific duties is permanently assigned to one custodian.</p> <p>Custodians bidding into the JFB will be placed on a utility position. Once in the JFB, all custodians may compete for bidded stations in accordance with the JFB bidding procedure.</p> <p>Shifts:<br/>Daytime shift: 6:00 a.m. to 2:30 p.m., Monday – Friday<br/>Night shift: 2:00 p.m. to 10:00 p.m., Monday – Friday</p> |
| 2.                           | <p>Water Quality Lab<br/>555 E Walnut, Pasadena<br/>North Metro Area</p> <p>Current No. of<br/>Positions: 2</p>                                  | <p>Duties include: cleaning laboratory glassware and other small pieces of equipment; making inventory of supplies; maintaining the storeroom; cleaning restrooms and locker rooms; sweeping, dusting, and vacuuming; carpet cleaning, floor maintenance, deep cleaning of restrooms and locker rooms; carpet shampooing; stripping &amp; waxing of floors; and related duties.</p> <p>Shift: 6:00 a.m. to 2:30 p.m., Monday – Friday</p> <p>Vacant positions are filled from within this location according to seniority, previous experience, attendance record and general suitability.</p>   |

Custodian Work Location Descriptions, November 2009

3. Boyle Heights Customer Service Center  
919 S Soto Street, Boyle Heights  
North Metro Area

Duties include: cleaning restrooms and locker rooms; sweeping, dusting, and vacuuming; carpet cleaning, floor maintenance, deep cleaning of restrooms; carpet shampooing; stripping & waxing of floors; and related duties.

Current No. of Position: 1

In addition to Boyle Hts., the Custodian is required to travel to and maintain the Lincoln Heights Customer Service Center and an area at 1630 N Main St as a part of their regular assignment. Therefore, Custodians bidding into this Customer Services Branch office must possess and maintain a valid driver's license.

Shift: 6:00 a.m. to 2:30 p.m., Monday – Friday
  
4. Lincoln Hts Service Center  
3101 Artesian St.  
North Metro Area

Duties include: cleaning restrooms and locker rooms; sweeping, dusting, and vacuuming; carpet cleaning, floor maintenance, deep cleaning of restrooms and locker rooms; carpet shampooing; stripping & waxing of floors; and related duties.

Current No. of Positions: 4

Shift: 6:00 a.m. to 2:30 p.m., Monday – Friday

Vacant positions are filled from within this location according to seniority, previous experience, attendance record and general suitability.
  
5. Main St Service Center  
1630 N. Main St., LA  
North Metro Area

This facility is a 35-acre industrial and heavy-duty mechanical maintenance complex of various buildings, including modern offices, industrial shops, restrooms, shower and locker rooms.

Current No. of Positions: 9

Duties include: cleaning restrooms and locker rooms; sweeping, dusting, and vacuuming; carpet cleaning, floor maintenance, deep cleaning of restrooms and locker rooms; carpet shampooing; stripping & waxing of floors; and related duties.

Shift: 6:00 a.m. to 2:30 p.m., Monday – Friday

Vacant positions are filled from within this location according to seniority, previous experience, attendance record and general suitability.



Custodian Work Location Descriptions, November 2009

- 6      Ripple St Yard  
2333 Ripple St, Atwater  
Central Metro Area
- Current No. of  
Position: 1
- Duties include: cleaning restrooms and locker rooms; sweeping, dusting, and vacuuming; carpet cleaning, floor maintenance, deep cleaning of restrooms and locker rooms; carpet shampooing; stripping & waxing of floors; and related duties.
- The Custodian at this yard will be required to travel to and maintain the Substations Operations Hdqrs located at 2625 Fletcher Dr, Atwater and the Silverlake Reservoir facilities located at 2543 Armstrong Avenue, Silverlake as a part of their regular assignment; Therefore, Custodians bidding into the Ripple St Yard must possess and maintain a valid driver's license.

Shift: 6:00 a.m. to 2:30 p.m., Monday – Friday

7.      Temple St Yard  
433 E Temple St, LA  
Central Metro Area
- Current No. of  
Positions: 7
- This facility is a 30-acre industrial construction and maintenance complex of 10 buildings, including modern offices, industrial shops, restrooms and locker rooms. Duties include: cleaning restrooms and locker rooms; sweeping, dusting, and vacuuming; carpet cleaning, floor maintenance, deep cleaning of restrooms and locker rooms; carpet shampooing; stripping & waxing of floors; and related duties.

Custodians in this yard may be required to travel to and maintain the Water System' Testing Laboratory located at 510 E Second St, LA as a part of their regular assignment; Therefore, Custodians bidding into the Temple St Yard must possess and maintain a valid driver's license.

Shift: 6:00 a.m. to 2:30 p.m., Monday – Friday

Vacant positions are filled from within this location according to seniority, previous experience, attendance record and general suitability.

Custodian Work Location Descriptions, November 2009

8. Civic Center Yard  
(Boylston)  
1141 West 2<sup>nd</sup> St.  
Central Metro Area
- Duties include: cleaning restrooms and locker rooms; sweeping, dusting, and vacuuming; carpet cleaning, floor maintenance, deep cleaning of restrooms and locker rooms; carpet shampooing; stripping & waxing of floors; and related duties.
- Current No. of Positions: 4
- Custodians in this yard may be required to travel to and maintain DS 6 located at 1004 Lillian Way, Hollywood and the Hollywood Customer Service Center located at 6547 Sunset, as a part of their regular assignment; Therefore, Custodians bidding into the Civic Center Yard must possess and maintain a valid driver's license.
- Shift: 6:00 a.m. to 2:30 p.m., Monday – Friday
- Vacant positions are filled from within this location according to seniority, previous experience, attendance record and general suitability.
9. Street Light Operations  
611 Hoover Street  
Central Metro Area
- Duties include: cleaning restrooms and locker rooms; sweeping, dusting, and vacuuming; carpet cleaning, floor maintenance, deep cleaning of restrooms and locker rooms; carpet shampooing; stripping & waxing of floors; and related duties.
- Current No. of Position: 1
- Shift: 6:00 a.m. to 2:30 p.m., Monday – Friday
10. Metropolitan Hdqrs  
(Palmetto)  
1212 Palmetto St, LA  
Central Metro Area
- Duties include: cleaning restrooms and locker rooms; sweeping, dusting, and vacuuming; carpet cleaning, floor maintenance, deep cleaning of restrooms and locker rooms; carpet shampooing; stripping & waxing of floors; and related duties.
- Current No. of Positions: 2
- Custodians in this yard may be required to travel to and maintain the Water System' Testing Laboratory located at 510 E Second St, LA as a part of their regular assignment; Therefore, Custodians bidding into Palmetto must possess and maintain a valid driver's license.
- Shift: 6:00 a.m. to 2:30 p.m., Monday – Friday
- Vacant positions are filled from within this location according to seniority, previous experience, attendance record and general suitability.

Custodian Work Location Descriptions, November 2009

11. Central Service Center  
1324 S. Wall St.  
South Metro Area
- Current No. of  
Positions: 4
- Duties include: cleaning restrooms and locker rooms; sweeping, dusting, and vacuuming; carpet cleaning, floor maintenance, deep cleaning of restrooms and locker rooms; carpet shampooing; stripping & waxing of floors; and related duties.
- Shift: 6:00 a.m. to 2:30 p.m., Monday – Friday
- Custodians in this yard may be required to travel to and maintain the Water System's North Yard located at 8627 So. Fir Avenue, Florence as a part of their regular assignment; Therefore, Custodians bidding into the Central Service Center must possess and maintain a valid driver's license.
- Vacant positions are filled from within this location according to seniority, previous experience, attendance record and general suitability.
12. LA Patrol Hdqrs  
(Pole Yard)  
South Metro Area  
5848 Miramonte Blvd, LA
- Current No. of  
Position: 1
- Duties include: cleaning restrooms and locker rooms; sweeping, dusting, and vacuuming; carpet cleaning, floor maintenance, deep cleaning of restrooms and locker rooms; carpet shampooing; stripping & waxing of floors; and related duties.
- Shift: 6:00 a.m. to 2:30 p.m., Monday – Friday
13. Slauson Customer Service  
Center  
5928 S Vermont Ave  
South Metro Area
- Current No. of  
Position: 1
- Duties include: cleaning restrooms and locker rooms; sweeping, dusting, and vacuuming; carpet cleaning, floor maintenance, deep cleaning of restrooms; carpet shampooing; stripping & waxing of floors; and related duties.
- In addition to Slauson, the Custodian is required to travel to and maintain the Watts Customer Service Center located at 1686 E 103<sup>rd</sup> St as a part of their regular assignment. Therefore, Custodians bidding into this Customer Services Branch office must possess and maintain a valid driver's license.
- Shift: 6:00 a.m. to 2:30 p.m., Monday – Friday

Custodian Work Location Descriptions, November 2009

- 14 Crenshaw Customer Service Center  
4030 Crenshaw Blvd, LA  
South Metro Area
- Duties include: cleaning restrooms and locker rooms; sweeping, dusting, and vacuuming; carpet cleaning, floor maintenance, deep cleaning of restrooms; carpet shampooing; stripping & waxing of floors; and related duties.
- Current No. of Positions: 2
- Shifts:  
1 position: 5:00 a.m. to 1:30 p.m., Monday – Friday  
1 position: 1:00 p.m. to 9:30 p.m., Wednesday – Friday;  
and 9:00 a.m. to 5:30 p.m., Saturday & Sunday
- 15 Palms Service Center  
2311 S Fairfax  
South Metro Area
- Duties include: cleaning restrooms and locker rooms; sweeping, dusting, and vacuuming; carpet cleaning, floor maintenance, deep cleaning of restrooms and locker rooms; carpet shampooing; stripping & waxing of floors; and related duties.
- Current No. of Positions: 3
- Shift: 6:00 a.m. to 2:30 p.m., Monday – Friday
- 16 Western Water District  
5898 Venice Blvd.  
South Metro Area
- Duties include: cleaning restrooms and locker rooms; sweeping, dusting, and vacuuming; carpet cleaning, floor maintenance, deep cleaning of restrooms and locker rooms; carpet shampooing; stripping & waxing of floors; and related duties.
- Current No. of Positions: 2
- Custodians at this facility may be required to maintain the Palms Service Center located directly across the street from Western Water.
- Shift: 6:00 a.m. to 2:30 p.m., Monday – Friday
- 17 Wilmington Service Center  
315 N Island Ave  
South Metro Area
- Duties include: cleaning restrooms and locker rooms; sweeping, dusting, and vacuuming; carpet cleaning, floor maintenance, deep cleaning of restrooms and locker rooms; carpet shampooing; stripping & waxing of floors; and related duties.
- Current No. of Positions: 2
- In addition to Wilmington Svc Cntr, the Custodians will be required to travel to and maintain the Wilmington Customer Service Center located at 931 N Avalon Blvd; the San Pedro Customer Service Center located at 535 W 9<sup>th</sup> St, Harbor District Office at 537 W 9<sup>th</sup> St, and the ESM So. LA Hdqrs located at 900 E Lomita, Wilmington as a part of their regular assignment. Therefore, Custodians bidding into the Wilmington Svc Cntr must possess and maintain a valid driver's license.
- Shift: 6:00 a.m. to 2:30 p.m., Monday – Friday

Custodian Work Location Descriptions, November 2009

18. Harbor Water District  
950 W First St, San Pedro  
South Metro Area
- Duties include: cleaning restrooms and locker rooms; sweeping, dusting, and vacuuming; carpet cleaning, floor maintenance, deep cleaning of restrooms and locker rooms; carpet shampooing; stripping & waxing of floors; and related duties.
- The Custodian at this yard may be required to travel to and maintain the San Pedro Customer Service Center located at 535 W 9<sup>th</sup> St and Harbor District Office at 537 W 9<sup>th</sup> St, San Pedro as a part of their regular assignment; Therefore, Custodians bidding into the Harbor Water District must possess and maintain a valid driver's license.
- Current No. of Position: 1
- Shift: 6:00 a.m. to 2:30 p.m., Monday – Friday
19. Harbor Gen. Station  
Island Ave. at #”B” St.  
Wilmington  
South Metro Area
- (For Duties, see below)
- Shift: 6:00 a.m. to 2:30 p.m., Monday – Friday
- Current No. of Position: 1
20. Haynes Gen. Station  
6801 Westminster Ave.,  
Long Beach  
South Metro Area
- (For Duties, see below)
- Shift: 6:00 a.m. to 2:30 p.m., Monday – Friday
- Vacant positions are filled from within this location according to seniority, previous experience, attendance record and general suitability.
- Current No. of Positions: 3
21. Scattergood Gen. Station  
12700 Vista Del Mar  
Playa Del Rey  
South Metro Area
- (For Duties, see below)
- Shift: 6:00 a.m. to 2:30 p.m., Monday – Friday
- Vacant positions are filled from within this location according to seniority, previous experience, attendance record and general suitability.
- Current No. of Positions: 5

Custodian Work Location Descriptions, November 2009

22. Energy Control Center  
Sunland  
East Valley Area
- Current No. of  
Positions: 2
- Custodians at the Energy Control Center in Sunland maintain such areas as: operations room, offices, halls and stairways, restroom, kitchens, and conference rooms.
- Duties include: cleaning restrooms and locker rooms; sweeping, dusting, and vacuuming; carpet cleaning, floor maintenance, deep cleaning of restrooms and locker rooms; carpet shampooing; stripping & waxing of floors; and related duties.
- Shift: 6:00 a.m. to 2:30 p.m., Monday – Friday
23. East Valley Water District  
12730 Saticoy Street  
East Valley Area
- Current No. of  
Position: 1
- Duties include: cleaning restrooms and locker rooms; sweeping, dusting, and vacuuming; carpet cleaning, floor maintenance, deep cleaning of restrooms and locker rooms; carpet shampooing; stripping & waxing of floors; and related duties.
- Shift: 6:00 a.m. to 2:30 p.m., Monday – Friday
24. Sun Valley Service Center  
11761 Roscoe Blvd.  
East Valley Area
- Current No. of  
Positions: 3
- Duties include: cleaning restrooms and locker rooms; sweeping, dusting, and vacuuming; carpet cleaning, floor maintenance, deep cleaning of restrooms and locker rooms; carpet shampooing; stripping & waxing of floors; and related duties.
- Custodians in this yard may be required to travel to and maintain the Tujunga facilities located at 8801 Arleta Ave, Sun Valley and the North Hollywood Pump Station, located at 11805 Vanowen St as a part of their regular assignment; Therefore, Custodians bidding into the Sun Valley Service Center must possess and maintain a valid driver's license.
- Shift: 6:00 a.m. to 2:30 p.m., Monday – Friday

Custodian Work Location Descriptions, November 2009

25. Valley Gen. Station  
9430 San Fernando Rd.,  
Sun Valley  
East Valley Area
- In addition to the Generating Station, custodians will be responsible for cleaning the EDM Hdqrs & Training Center located at 11760 Truesdale; and the JSI and General Construction facilities located adjacent to VGS.
- Current No. of Positions: 8
- Shift: 6:00 a.m. to 2:30 p.m., Monday – Friday
- Vacant positions are filled from within this location according to seniority, previous experience, attendance record and general suitability.
- 19, 20, 21, 25 PO&M  
Generating Stations
- Custodians at the Steam Generating Stations maintain such facilities as: control rooms, restrooms, locker rooms, lunchrooms, administrative and clerical offices, lobby and hallways, conference rooms, instrument shops, laboratories, elevators, and other plant and shop areas. Duties include: cleaning restrooms and locker rooms; sweeping, dusting, and vacuuming; carpet cleaning, floor maintenance, deep cleaning of restrooms and locker rooms; carpet shampooing; stripping & waxing of floors; and related duties.
26. Valley Service Center  
14401 Saticoy, Van Nuys  
Central Valley Area
- This facility is a 30-acre industrial and heavy-duty mechanical maintenance and construction complex of various buildings, including modern offices, industrial shops (offices), restrooms and locker rooms.
- Current No. of Positions: 7
- Duties include: cleaning restrooms and locker rooms; sweeping, dusting, and vacuuming; carpet cleaning, floor maintenance, deep cleaning of restrooms and locker rooms; carpet shampooing; stripping & waxing of floors; and related duties.
- Custodians in this yard may be required to travel to and maintain the facilities located at 14453 Oxnard St, Van Nuys as a part of their regular assignment; Therefore, Custodians bidding into Valley Service Center must possess and maintain a valid driver's license.
- Shift: 6:00 a.m. to 2:30 p.m., Monday – Friday
- Vacant positions are filled from within this location according to seniority, previous experience, attendance record and general suitability.

Custodian Work Location Descriptions, November 2009

- 27 Van Nuys Customer Service Center  
6550 Van Nuys Blvd, Van Nuys  
Central Valley Area
- Duties include: cleaning restrooms and locker rooms; sweeping, dusting, and vacuuming; carpet cleaning, floor maintenance, deep cleaning of restrooms; carpet shampooing; stripping & waxing of floors; and related duties.
- Current No. of Positions: 2
- Shift: 6:00 a.m. to 2:30 p.m., Monday – Friday
- Vacant positions are filled from within this location according to seniority, previous experience, attendance record and general suitability.
- 28 West LA Area Hdqrs  
1400 S Sepulveda Blvd,  
West LA  
Central Valley Area
- Duties include: cleaning restrooms and locker rooms; sweeping, dusting, and vacuuming; carpet cleaning, floor maintenance, deep cleaning of restrooms and locker rooms; carpet shampooing; stripping & waxing of floors; and related duties.
- Current No. of Positions: 2
- Shift: 6:00 a.m. to 2:30 p.m., Monday – Friday
- 29 West LA Customer Service Center  
1394 S Sepulveda Blvd  
West LA  
Central Valley Area
- Duties include: cleaning restrooms and locker rooms; sweeping, dusting, and vacuuming; carpet cleaning, floor maintenance, deep cleaning of restrooms; carpet shampooing; stripping & waxing of floors; and related duties.
- Current No. of Position: 1
- Shift: 6:00 a.m. to 2:30 p.m., Monday – Friday
- 30 West LA Service Center  
12300 Nebraska Ave, West LA  
Central Valley Area
- Duties include: cleaning restrooms and locker rooms; sweeping, dusting, and vacuuming; carpet cleaning, floor maintenance, deep cleaning of restrooms and locker rooms; carpet shampooing; stripping & waxing of floors; and related duties.
- Current No. of Position: 1
- Shift: 6:00 a.m. to 2:30 p.m., Monday – Friday



Custodian Work Location Descriptions, November 2009

31. West Valley Water District  
18144 Devonshire Blvd.  
West Valley Area  
  
Current No. of  
Position: 1  
  
Duties include: cleaning restrooms and locker rooms; sweeping, dusting, and vacuuming; carpet cleaning, floor maintenance, deep cleaning of restrooms and locker rooms; carpet shampooing; stripping & waxing of floors; and related duties.  
  
Shift: 6:00 a.m. to 2:30 p.m., Monday – Friday
32. Northridge Yard  
18718 Rayen Street  
West Valley Area  
  
Current No. of  
Positions: 2  
  
Duties include: cleaning restrooms and locker rooms; sweeping, dusting, and vacuuming; carpet cleaning, floor maintenance, deep cleaning of restrooms and locker rooms; carpet shampooing; stripping & waxing of floors; and related duties.  
  
Custodians in this yard may be required to travel to and maintain the Encino Pump Station located at 4500 Encino Ave, Encino as a part of their regular assignment; Therefore, Custodians bidding into the Northridge Yard must possess and maintain a valid driver's license.  
  
Shift: 6:00 a.m. to 2:30 p.m., Monday – Friday
33. Van Norman Res Complex  
15751 Rinaldi St, Sylmar  
West Valley Area  
  
Current No. of  
Positions: 5  
  
Duties include: cleaning restrooms and locker rooms; sweeping, dusting, and vacuuming; carpet cleaning, floor maintenance, deep cleaning of restrooms and locker rooms; carpet shampooing; stripping & waxing of floors; and related duties at the various Van Norman, Sylmar Converter Station and LA Filtration Plant facilities.  
  
Shift: 6:00 a.m. to 2:30 p.m., Monday – Friday

Custodian Work Location Descriptions, November 2009

- 34 Mission Hills Customer Service Center  
11100 Sepulveda Blvd,  
Mission Hills  
West Valley Area
- Duties include: cleaning restrooms and locker rooms; sweeping, dusting, and vacuuming; carpet cleaning, floor maintenance, deep cleaning of restrooms; carpet shampooing; stripping & waxing of floors; and related duties.
- Current No. of Position: 1
- In addition to Mission Hills., the Custodian is required to travel to and maintain the Canoga Park Customer Service Center located at 7229 Winnetka Ave, Canoga Park as a part of their regular assignment; Therefore, Custodians bidding into the Mission Hills Customer Service Center must possess and maintain a valid driver's license.
- Shift: 6:00 a.m. to 2:30 p.m., Monday – Friday
- 35 Power Plants 1 & 2  
37000 Clearcreek Rd,  
Saugus  
West Valley Area
- Duties include: cleaning restrooms and locker rooms; sweeping, dusting, and vacuuming; carpet cleaning, floor maintenance, deep cleaning of restrooms and locker rooms; carpet shampooing; stripping & waxing of floors; and related duties.
- Current No. of Position: 1
- Shift: 6:00 a.m. to 2:30 p.m., Monday – Friday
- 36 Castaic Power Plant  
1324 Templin Hwy, Saugus  
West Valley Area
- Duties include: cleaning restrooms and locker rooms; sweeping, dusting, and vacuuming; carpet cleaning, floor maintenance, deep cleaning of restrooms and locker rooms; carpet shampooing; stripping & waxing of floors; and related duties.
- Current No. of Positions: 2
- Shift: 6:00 a.m. to 2:30 p.m., Monday – Friday

Custodian Work Location Descriptions, November 2009

- 37 Metro Utility Crew  
433 E Temple St Bldg 4  
Metro Area
- Current No. of  
Positions: 6
- Duties include: Providing custodial coverage at various work locations for absent custodians, cleaning restrooms and locker rooms; sweeping, dusting, and vacuuming; carpet cleaning, floor maintenance, deep cleaning of restrooms and locker rooms; carpet shampooing; stripping & waxing of floors; and related duties.

Custodians in the Utility Crew will be required to travel to various work locations as a part of their regular assignment; Therefore, Custodians bidding into the Utility Crew must possess and maintain a valid driver's license.

Shift: 6:00 a.m. to 2:30 p.m., Monday – Friday

- 38 Valley Utility Crew  
Vose St Yard  
11845 Vose St, North  
Hollywood  
Valley Area
- Current No. of  
Positions: 6
- Duties include: Providing custodial coverage at various work locations for absent custodians, cleaning restrooms and locker rooms; sweeping, dusting, and vacuuming; carpet cleaning, floor maintenance, deep cleaning of restrooms and locker rooms; carpet shampooing; stripping & waxing of floors; and related duties.

Custodians in the Utility Crew will be required to travel to various work locations as a part of their regular assignment; Therefore, Custodians bidding into the Utility Crew must possess and maintain a valid driver's license.

Shift: 6:00 a.m. to 2:30 p.m., Monday – Friday

Total Counts (excluding JFB): 107

OSS Custodial  
Work Location Alternate Work Schedules

9/7/2011

| No. | Reporting Location                    | Adress                               | No. of Required Positions | No. on Alternate Work Schedules | Work Schedule  | Justification  |
|-----|---------------------------------------|--------------------------------------|---------------------------|---------------------------------|--|--|
| 1   | JFB                                   | 111 N Hope St, Los Angeles           | 50                        | 11                              | 10am to 6:30pm Thur - Mon;<br>10am to 6:30pm Sat - Wed   |  |
|     | <b>North Metro</b>                    |                                      |                           |                                 |  |  |
| 2   | Water Quality Lab                     | 555 E. Walnut, Pasadena              | 2                         |                                 |  |  |
| 3   | Boyle Heights Customer Service Center | 919 S. Soto Street, Boyle Heights    | 1                         |                                 |  | Customer operational requirement- must be completed before 7am.                |
| 4   | Lincoln Heights Service Center        | 3101 Artesian Street, Yellow Bldg    | 4                         |                                 |  |  |
| 5   | Main Street Service Center            | 1630 N. Main Street, Los Angeles     | 9                         |                                 |  |  |
|     | <b>Central Metro</b>                  |                                      |                           |                                 |  |  |
| 6   | Ripple Street Yard                    | 2333 Ripple Street, Atwater          | 1                         |                                 |  |  |
| 7   | Temple Street Yard                    | 433 E. Temple Street, Los Angeles    | 7                         |                                 |  | Establish PM shift- areas must be cleaned prior to occupants arival.           |
| 8   | Civic Center Yard (Boylston)          | 1141 W. Second Street, Los Angeles   | 4                         | 1                               | 1pm to 9:30pm Wed - Sun  | Customer operational requirement- Bldg D, 24/7 facility; 20 emps on Sat & Sun. |
| 9   | Street Light Operations               | 611 N. Hoover, Hollywood             | 1                         |                                 |  |  |
| 10  | Metropolitan Headquarters (Palmetto)  | 1212 Palmetto Street, Los Angeles    | 2                         |                                 |  |  |
|     | <b>Southern Metro</b>                 |                                      |                           |                                 |  |  |
| 11  | Central Service Center                | 1324 S. Wall Street, Los Angeles     | 4                         | 1                               | 6am to 2:30pm Tues - Sat   | Customer operational requirement- Sat coverage required; 35 to 70 emps on Sat. |
| 12  | L.A. Patrol Headquarters (Pole Yard)  | 5848 Miramonte Blvd., Los Angeles    | 1                         |                                 |  |  |
| 13  | Slauson Customer Service Center       | 5928 S. Vermont Ave., Los Angeles    | 1                         |                                 |  |  |
| 14  | Crenshaw Customer Service Center      | 4030 Crenshaw Blvd., Los Angeles     | 2                         | 1                               | 1 position: 5am to 1:30pm, M-F;<br>1 position: 3pm to 11:00pm Wed - Fri; 8am to 4:30pm Sat & Sun | Customer operational requirement- Sat & Sun coverage required                  |
| 15  | Palms Service Center                  | 2311 S. Fairfax Avenue, Palms        | 3                         |                                 |  |  |
| 16  | Western Water District                | 5898 Venice Blvd, Los Angeles        | 2                         |                                 |  |  |
| 17  | Wilmington Service Center             | 315 N. Island Avenue, Wilmington     | 2                         |                                 |  |  |
| 18  | Harbor Water District                 | 950 W. First Street, San Pedro       | 1                         |                                 |  |  |
| 19  | Harbor Generating Station             | Island Avenue & B Street, Wilmington | 1                         | 1                               | 6am to 2:30pm Wed - Sun  | Customer operational requirement- 24/7 facility.                               |
| 20  | Haynes Generating Station             | 6801 Westminster Avenue, Long Beach  | 3                         | 1                               | 6am to 2:30pm Wed - Sun  | Customer operational requirement- 24/7 facility.                               |
| 21  | Scattergood Generating Station        | 12700 Vista Del Mar, Playa Del Rey   | 5                         | 1                               | 6am to 2:30pm Wed - Sun  | Customer operational requirement- 24/7 facility.                               |

OSS Custodial  
Work Location Alternate Work Schedules

9/7/2011

| No. | Reporting Location                             | Adress                                    | No. of Required Positions | No. on Alternate Work Schedules | Work Schedule  | Justification  |
|-----|--|---|---------------------------|---------------------------------|--|--|
|     | <b>East Valley</b>                             |   |                           |                                 |  |  |
| 22  | Energy Control Center                          | 10322 Sunland Blvd., Sunland              | 2                         |                                 |  | 24/7 facility.   |
| 23  | East Valley Water District                     | 12730 Saticoy Street, North Hollywood     | 1                         |                                 |  |  |
| 24  | Sun Valley Service Center                      | 11761 Roscoe Blvd., Sun Valley            | 3                         |                                 |  |  |
| 25  | Valley-Generating-Station (Includes Truesdale) | 11801 Sheldon Street, Sun Valley          | 8                         | 1                               | 6am to 2:30pm Tues - Sat                                       | Truesdale operational requirement- areas must be cleaned prior to occupants arival.<br>Sat coverage required for VGS, 24/7 facility. |
|     | <b>Central Valley</b>                          |   |                           |                                 |  |  |
| 26  | Valley Service Center                          | 14401 Saticoy Street, Van Nuys            | 7                         |                                 |  |  |
| 27  | Van Nuys Customer Service Center               | 6550 Van Nuys Blvd., Van Nuys             | 2                         |                                 |  |  |
| 28  | West L.A. Area Headquarters                    | 1400 S. Sepulveda Blvd., West L.A.        | 2                         |                                 |  |  |
| 29  | West L.A. Customer Service Center              | 1394 S. Sepulveda Blvd., Westwood         | 1                         |                                 |  |  |
| 30  | West L.A. Service Center                       | 12300 Nebraska Avenue, West L.A.          | 1                         |                                 |  |  |
|     | <b>West Valley</b>                             |   |                           |                                 |  |  |
| 31  | West Valley Water District                     | 18144 Devonshire St, Granada Hills        | 1                         |                                 |  |  |
| 32  | Northridge Yard                                | 18718 Rayen Street, Northridge            | 2                         | 1                               | 6am to 2:30pm Tues - Sat                                       | Customer operational requirement- Sat coverage required; 95 emps on Sat.   |
| 33  | Van Norman Res Complex                         | 15751 Rinaldi Street, San Fernando Valley | 5                         |                                 |  |  |
| 34  | Mission Hills Customer Service Center          | 11100 Sepulveda Blvd., #3, Mission Hills  | 1                         |                                 |  |  |
| 35  | Power Plants 1 & 2                             | 37000 Clearcreek Road, Saugus             | 1                         |                                 |  |  |
| 36  | Castaic Power Plant                            | 1324 Templin Highway                      | 2                         |                                 |  |  |
| 37  | <b>Metro Utility Crew</b>                      | 433 E Temple St Bldg 4                    | 6                         | 6                               | 3-pos 6am - 2:30pm Wed - Sun;<br>3-pos 6am - 2:30pm Thur - Mon | Department operational requirement- coverage required for absent custodians.   |
| 38  | <b>Valley Utility Crew</b>                     | 11845 Vose St, North Hollywood            | 6                         | 6                               | 3-pos 6am - 2:30pm Wed - Sun;<br>3-pos 6am - 2:30pm Thur - Mon | Department operational requirement- coverage required for absent custodians.   |
|     | Total Custodian positions required for FMS     |   | 107                       | 20                              |  |  |

## Frequently Asked Questions Outlying Custodial Bid Plan Implementation

To where can I Bid?

*All permanent custodians can bid to thirty-eight different work locations, those locations will be listed in a document describing the duties, work schedules, and other pertinent information.*

How many bid locations can I select?

*Everyone can select up to twenty options. Employees must rank their selected locations by preference from 1 to 20.*

What happens if I don't want to bid?

*If you are a permanent custodian, you will be given the option to not bid. Please indicate that option on the Bid Sheet. All custodians must turn in a Bid Sheet by December 30, 2009. If you are a custodian on a rotation (hired in July 2009), you will have to bid on your existing location if you would like to remain there.*

What happens to my original assignment if I bid? Can I come back?

*By bidding to another assignment you are giving up your original Location? If someone bids on it, you will not be able to return. If you want to return to the location, it must be indicated as one of your preferences.*

Is there a grace period?

*There is no grace period, once you bid, you will remain at that bid location until the next bidding cycle.*

How often will we bid?

*Bidding will happen on an annual basis. The next opportunity to bid will be in February 2011. This round of bidding will cover us for the year 2010.*

How soon will I go to my bid location?

*That will be determined once all of the bids are submitted, after December 30, 2009.*

What criteria will be used to select the successful bidder?

*The bid plan calls for class seniority in the Department. Example: If hired by DWP on July 6, 2009, that is your seniority.*

Who will collect the bid sheets?

*The bid sheets will be collected and tabulated by an Administrative Support Services Staff of the Business Support Services Division located on the 12<sup>th</sup> Floor of the JFB.*

Who will notify me of my successful selection?

*That is yet to be determined.*

Who is eligible to Bid?

*All permanent DWP custodians; including all the custodians transferred from the City in July 2009.*

If I bid out of the JFB will I lose my station?

*Yes, by bidding to another location you are giving up your JFB assignment and your station. In order to return, you first have to select it as a preference and then you have to wait for the JFB bids to be posted. Until then, per the Bid Plan, you will be considered a Utility Custodian whether on days or nights.*

CUSTODIAN BID REQUEST FORM

\_\_\_\_\_  
Employee Name ( please print )

\_\_\_\_\_  
Employee Number

\_\_\_\_\_  
Supervisor's Name

I am requesting assignment to one of the following Custodian Work Locations:

(Rank up to 20 locations you wish to bid to if a vacancy occurs; 1<sup>st</sup> being your first choice; 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, etc, etc and 20<sup>th</sup> being your last choice)

| Rank | Location No. | General Information                      | Rank | Location No. | General Information                        |
|------|--------------|--|------|--------------|--|
|      | 1            | JFB                                      |      | 20           | Haynes Generating Station                  |
|      | 2            | Water Quality Lab                        |      | 21           | Scattergood Generating Station             |
|      | 3            | Boyle Heights Customer Service Center    |      | 22           | Energy Control Center                      |
|      | 4            | Lincoln Heights Service Center           |      | 23           | East Valley Water District                 |
|      | 5            | Main Street Service Center               |      | 24           | Sun Valley Service Center                  |
|      | 6            | Ripple Street Yard                       |      | 25           | Valley Generating Station                  |
|      | 7            | Temple Street Yard                       |      | 26           | Valley Service Center (14401 Saticoy)      |
|      | 8            | Civic Center Yard (Boylston)             |      | 27           | Van Nuys Customer Service Center           |
|      | 9            | Street Light Operations (611 N Hoover)   |      | 28           | West LA Area Hdqrs (1400 S Sepulveda)      |
|      | 10           | Metropolitan Hdqrs (Palmetto St)         |      | 29           | West LA Customer Service Center            |
|      | 11           | Central Service Center (Wall St)         |      | 30           | West LA Service Center (Nebraska Ave)      |
|      | 12           | LA Patrol Hdqrs (Pole Yard)              |      | 31           | West Valley Water District (Devonshire St) |
|      | 13           | Slauson Customer Service Center          |      | 32           | Northridge Yard (Rayen St)                 |
|      | 14           | Crenshaw Customer Service Center         |      | 33           | Van Norman Res Complex                     |
|      | 15           | Palms Service Center                     |      | 34           | Mission Hills Customer Service Center      |
|      | 16           | Western Water District                   |      | 35           | Power Plants 1 & 2                         |
|      | 17           | Wilmington Service Center (315 N Island) |      | 36           | Castaic Power Plant                        |
|      | 18           | Harbor Water District                    |      | 37           | Metro Utility Crew                         |
|      | 19           | Harbor Generating Station                |      | 38           | Valley Utility Crew                        |

I do not want to bid at this time and elect to remain at my current Work Location/Bid Station

**Return by December 30, 2009 to:**

**Elkie Yiu  
JFB Room 1222  
Fax 71737**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

.....  
ADMINISTRATIVE USE ONLY

Seniority ranking : \_\_\_\_\_

**Bid Assignment:**

OSS Section: \_\_\_\_\_

Reporting Location: \_\_\_\_\_

Shift: \_\_\_\_\_

Payroll: \_\_\_\_\_

Supervisor: \_\_\_\_\_