

CUSTODIAL WORKER II – CITY LABORER

Milwaukee Public Library

Note: The eligible list resulting from this examination may be used to fill similar City of Milwaukee positions.

THE PURPOSE:

The Custodial Worker II performs a variety of custodial and maintenance duties and assists other custodial workers, mechanics, and skilled trades personnel in performing team assignments in the Milwaukee Public Library system which includes Central Library and twelve neighborhood libraries.

ESSENTIAL FUNCTIONS:

- Sweep, mop, strip, rinse, wax, and polish all floor and stair areas.
- Vacuum, clean and shampoo rugs and carpets.
- Clean book stack areas and baseboards.
- Keep areas surrounding the Library facilities clean and in good order, clean roofs and drains, clean parking lots, sweep or hose down walks and drive-in areas.
- Assist in snow and ice removal operations of walks and drive-in areas.
- Maintain lawn, shrubs, trees and garden areas.
- Clean and maintain public and staff washrooms, scrub fixtures, clean mirrors, wash woodwork, tile and marble; polish metal and keep towels, tissue and soap dispensers filled.
- Wash walls and toilet partitions.
- Check washroom to forestall vandalism and replenish supplies.
- Operate washer and dryer in library laundry room.
- Empty waste containers, pick up trash, and take refuse to trash containers or garage dock.
- Set up meeting rooms as scheduled, keep equipment room clean and in order; move or assist in moving furniture or shelving; use ladders and lift as necessary to wash light fixtures, change lamps and wash ceilings and walls (excluding washing in preparation of painting).
- Wash all windows and glass doors inside and out.
- Open and close building and meeting rooms; secure necessary doors; before closing, inspect interiors to make sure everything is in order, free from fire hazards, plumbing leaks, etc.; and that all members of the public are out.
- Report problems and/or needs for maintenance work to the Central Library Maintenance Department; assist Library mechanics and drivers in moving equipment, furniture, supplies, and library materials between Central Library and the neighborhood libraries.

CONDITION OF EMPLOYMENT:

- Must be available to respond to emergencies including flood damage cleanup work, snow removal, fire damage etc.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

MINIMUM REQUIREMENTS:

1. A valid driver's license and availability of a properly insured personal automobile for use on the job at the time of appointment and throughout employment (car allowance provided).

DESIRABLE QUALIFICATIONS:

1. High school diploma or equivalent.

KNOWLEDGE, SKILL AND ABILITY AND OTHER CHARACTERISTICS:

- Knowledge of cleaning, maintenance and other basic custodial responsibilities.
- Ability to perform minor landscaping tasks.
- Ability to follow instructions, rules and safety guidelines.
- Ability to read and interpret maintenance work orders and other job related forms.
- Ability to use equipment, supplies and chemicals required by the position.
- Ability to operate job-related tools, mechanical appliances, snow removal equipment, lawn mowers, vacuum cleaners, floor strippers, buffers, polishers and other wheeled and mechanized equipment.
- Ability to meet the physical demands of the job including frequent standing, walking, twisting, bending, climbing stairs, lifting and pushing items weighing up to 50 pounds.
- Ability to work and communicate with supervisors and other staff as an effective team member.
- Ability to interact diplomatically and tactfully with the general public.

SALARY (PR 8DN):

- The current starting salary is \$36,118 annually for City of Milwaukee residents. The non-resident starting salary is \$35,585 annually.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after **October 4, 2013**. Receipt of applications may be discontinued at any time after this date without prior notice, however, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

NOTE: The City's residency requirement set forth in City Charter 5-02 is under litigation. If you have questions regarding your individual circumstances as part of the application and/or selection process please contact 414-286-2105.

APPLICATIONS and further information may be obtained in person or via mail from the City of Milwaukee Department of Employee Relations, 200 E Wells St, Room 706, Milwaukee, WI 53202-3554, from www.milwaukee.gov/jobs, or by calling (414) 286-3751.