



TRANSFER/PROMOTIONAL OPPORTUNITY

CUSTODIAL WORKER II – CITY LABORER

Infrastructure Services Division – Bridges and Buildings

THE PURPOSE:

The Custodial Worker II performs a variety of custodial duties and maintenance tasks and assists other custodial workers or other City staff in performing assignments in the City Hall Complex.

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.
- Perform all receiving and shipping duties when assigned to the dock.
- Keep areas surrounding the facilities clean and in good order, sweep or hose down walks and assist in snow removal operations.
- 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.
- 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.
- Empty waste containers, pick up trash, and take refuse to trash containers or garage dock.
- Wash all windows and glass doors inside and out.
- Dusts books, dusts and/or washes furniture, shelves, woodwork, cupboards, file cabinets, desks, tops of stacks and end panels.
- 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 Maintenance Department; assist mechanics and drivers in moving equipment, furniture, supplies.

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. Current status as a regularly appointed employee of the City of Milwaukee having passed the probationary period for the current position held.
2. A valid driver's license at the time of appointment and throughout employment.

DESIRABLE QUALIFICATIONS:

1. High school diploma or equivalent.

KNOWLEDGE, SKILL AND ABILITY AND OTHER CHARACTERISTICS:

- Knowledge of cleaning, maintenance and other basic custodial responsibilities.
- Skill in providing a high level of customer service to both internal and external customers.
- Ability to plan and organize work in order to complete assignments in a timely manner.
- 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: an evaluation of related education, experience and accomplishments, written tests, interview or other assessment methods. The Department of Employee Relations and the Department of Public Works, Infrastructure Division reserve the right to call only the most qualified candidates to oral, performance tests or personal interviews. Information from the selection process will be used to make a hiring decision. Selected candidates will be transferred and/or promoted to the position.

- **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.*

APPLICATION PROCEDURE:

Applications may be obtained from the Department of Employee Relations, Room 706, City Hall, 200 E Wells St, Milwaukee, WI 53202, by calling 286.3751, or by visiting www.milwaukee.gov/jobs.

Applications should be returned to: **Department of Employee Relations, Box CWII, Room 706, City Hall, 200 E. Wells Street, Milwaukee, WI, 53202**, by **May 2, 2014**. *Receipt of applications may be discontinued any time after that date.*