

CUSTODIAL WORKER II – CITY LABORER

Recruitment #1703-0713DC-001

List Type	Original
Requesting Department	Milwaukee Police Department
Open Date	4/28/2017
Filing Deadline	5/23/2017 11:59:00 PM
HR Analyst	Emily Keeley

INTRODUCTION

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

The City of Milwaukee offers a collaborative, positive work environment where each employee contributes to making the city the best place possible to live and work. The City offers a comprehensive benefits package, including a top rated pension plan, health and dental benefits, paid time off including vacation, 11 holidays and sick leave accrual, and much more.

PURPOSE

The Custodial Worker II – City Laborer is responsible for the overall cleanliness and upkeep of Milwaukee Police Department buildings and grounds and is assigned to the police administration building, police districts, the academy, the data & communication center or other support locations.

ESSENTIAL FUNCTIONS

- General cleaning including biohazard cleanup, mopping, dusting, sweeping; washing walls, windows and ceilings; collecting trash, sorting recyclables, cleaning entrance mats; cleaning and sanitizing showers, locker rooms and toilet facilities.
- Floor care including washing, stripping and waxing floors; operate floor care equipment, such as buffing or scrubbing machines.
- Move objects including furniture, floor care equipment and recycling carts. Unload trailers using pallet jacks to move loaded pallets.
- Maintain, check and deliver supplies and equipment.
- Maintain light fixtures, including bulb replacement and fixture cleaning.
- Minor maintenance duties including painting, lock maintenance and ceiling tile replacement.
- Maintain the grounds around facilities including mowing, weeding, raking, trimming grass, bushes and trees; snow removal including salting, plowing and shoveling; pick up litter and general plant care.
- Perform minor repairs and general cleaning to custodial floor equipment, vacuums and power equipment such as changing oil, filling with gas and lubrication.
- Utilize related computer software such as Facility Dude, maintenance work order systems, Microsoft Office products, e-mail and online timesheet entry.

- Assist with training new employees including demonstrating the correct use of cleaning chemicals and job related equipment; exhibit safe work practices and procedures.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

CONDITIONS OF EMPLOYMENT

- Must pass a Milwaukee Police Department background investigation prior to hire.
- Subject to working weekends, holidays, 1st, 2nd and 3rd shift.
- Must be able to lift 50 pounds without assistance.
- Must be able to work from ladders at heights of up to 15 feet.
- Must be able 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.

MINIMUM REQUIREMENTS

- Valid driver's license at time of appointment and throughout employment in order to operate city vehicles while conducting business.

DESIRABLE QUALIFICATIONS

- Experience performing duties closely related to the above functions in the capacity of a building engineer, custodian or janitor.

KNOWLEDGES, SKILLS, ABILITIES & 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 utilize various software programs including Facility Dude, Microsoft Office, and work order programs.
- 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.

CURRENT SALARY

The current starting salary (PG 8DN) for City of Milwaukee residents is **\$36,480** annually, and the non-resident starting salary is \$35,585.

SELECTION PROCESS

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.

INITIAL FILING DATE - The examination will be held as soon as practical after **May 19, 2017**. 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.