

**PLEASE POST**

**CITY OF MILWAUKEE**  
**Department of Employee Relations**  
**City Hall, Room 706**

***TRANSFER/PROMOTIONAL OPPORTUNITY FOR***  
**CUSTODIAL WORKER II – CITY LABORER**  
**Milwaukee Public Library**

**THE PURPOSE:** To perform a variety of custodial and maintenance duties and assist other custodial workers and mechanics in performing team assignments in the Milwaukee Public Library system which includes Central Library and twelve neighborhood libraries.

**ESSENTIAL FUNCTIONS:**

- 40% Sweep, mop, strip, rinse, wax and polish floors and stairs; vacuum and clean rugs and carpets; clean book stacks and baseboards.
- 15% Keep library property surrounding the 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 removal. Maintain lawns, shrubs, trees and garden areas.
- 15% Clean and maintain public and staff washrooms
- 10% Set up meeting rooms, maintain equipment room, move or assist in moving furniture or shelving, start and stop heating and ventilating equipment, wash light fixtures, change lamps and wash ceilings and walls; collect and empty trash. Dust and/or wash books, furniture, shelves, woodwork, cupboards, book stacks, etc.
- 05% Wash windows and glass doors.
- 05% Open and close building and meeting rooms, maintain interiors in good order.
- 05% Report problems and/or needs for maintenance work; assist mechanics and drivers in moving materials between libraries.
- 05% Perform other related duties as assigned.

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

**KNOWLEDGE, SKILLS AND ABILITIES:**

- ◆ Strong customer service
- ◆ Ability to use all equipment, supplies, chemicals used in position
- ◆ Ability to work independently and as a member of a team
- ◆ Neatness or orderliness in work habits and appearance
- ◆ Ability to work days, evenings and weekends as scheduled

**REQUIREMENTS:**

1. Current status and at least three months of experience as a regularly appointed employee with the City of Milwaukee or Milwaukee Public Schools
2. Valid driver's license at time of appointment and throughout City employment.
3. Ability to move and transport up to 50 pounds and to climb ladders or work from lifts up to 30 feet high.

**CURRENT SALARY RANGE (215) IS:** \$1,251.89 to \$1,372.88 biweekly.

**THE SELECTION PROCESS:**

The vacancy will be filled by transfer and/or promotion and may involve an underfill, dependent upon the current position held by the applicant. The selection process will be job related and may include one or more of the following: an evaluation of training and experience and accomplishments, written test, interview or other assessment methods. The Department of Employee Relations and the hiring department 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 hiring decisions.

**APPLICATION PROCEDURE:** Applications may be obtained from the Department of Employee Relations website: [www.milwaukee.gov/der](http://www.milwaukee.gov/der), in person or by mail from City of Milwaukee Department of Employee Relations, Rm. 706, City Hall, 200 E. Wells St., Milwaukee, WI 53202-3554, or by calling (414) 286-3751. Completed applications must be forwarded to Judith Zemke, Library Personnel Officer, Milwaukee Public Library, 814 W. Wisconsin, Ave., Milwaukee, WI 53233 by **Friday, March 18, 2005**.

#05-037TR SM 3/1/05

*The City of Milwaukee is an equal opportunity employer and values and encourages diversity.*