

POLICE FACILITIES LABORER

Recruitment #2507-2356DC-001

List Type	Original
Requesting Department	Milwaukee Police Department
Open Date	Friday, July 25, 2025
Filing Deadline	Friday, August 15, 2025
HR Analyst	Jamie Heberer/Rebecca Bird

INTRODUCTION

The City of Milwaukee is proud to employ a diverse workforce dedicated to delivering exceptional service to its residents. If you have a passion for being part of an inclusive team of public servants, we invite you to consider the following opportunity.

The Milwaukee Police Department (MPD) works closely with our community to help build sustainable, healthy neighborhoods, free from crime and maintained through positive relationships. For more information about the MPD, please visit <https://city.milwaukee.gov/police>.

PURPOSE

The Facilities Laborer performs light to heavy manual work and general maintenance, both indoors and outdoors, at various MPD facilities.

ESSENTIAL FUNCTIONS

Laboring and Maintenance Duties

- Maintain the grounds around MPD facilities by operating various mowers, string trimmers, and leaf blowers, and by operating various hand tools and power equipment; plant trees, grass, shrubs, and flowers; dig trenches and post holes. Lay sod and mulch.
- Participate in seasonal duties such as snow and ice control operations by removing snow and ice from streets, using snowblowers or shovels, and spreading sand or salt on icy parking lots and sidewalks.
- Perform repair and maintenance duties at facilities grounds, parking lots, and buildings, including blowing debris out of cracks and potholes using air compressors, distributing patching material into cracks and potholes, flattening asphalt using power rollers, operating concrete cutting saws, pumps, and concrete mixers, and manipulating concrete chutes.
- Maintain and troubleshoot electrical control devices and locks within the jail and office areas.
- Operate forklift trucks and skid loaders.
- Clean construction sites, coagulation basins, sidewalks, sally ports and exterior of police buildings using power washers and other tools.
- Assist in maintaining the Department's Wisconsin Law Enforcement Accreditation Group (WILEAG) Certification by rectifying facility-related deficiencies in MPD's Central booking and district station booking facilities.
- Perform custodial work, such as sweeping and cleaning.
- Read blueprints, manuals, and schematics to ensure proper repair and/or maintenance of equipment.
- Perform periodic maintenance inspections of the facilities.
- Accurately complete and submit required paperwork.

- Calculate materials needed for various tasks and mix proper proportions.

Safety and Work Rules

- Perform all work safely, in accordance with departmental policies, municipal and state laws, and Occupational Safety & Health Administration (OSHA) regulations.
- Abide by City and MPD work rules and safety instructions and attend departmental meetings and training programs, such as safety and policy briefings.
- Place traffic control devices, such as cones, barricades, trench plates, and excavation protection as required for worker and public safety.

Customer Service

- Interact with residents and coworkers politely and courteously.
- Escort, assist and advise private contract personnel.

We welcome qualified individuals with disabilities who are interested in employment and will make reasonable accommodations during the hiring process 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

Facilities Laborers must be willing and able to do the following:

- Work outdoors in variable and extreme weather conditions (e.g., heat, cold, rain, wind, and snow).
- Tolerate various environmental conditions indoors and out (e.g., noise, vibration, dirt, pollen, and sewer gases).
- Hear directions given in a noisy, distracting environment.
- See clearly both near and far to read signage and perform job duties safely and accurately.
- Properly lift and move objects weighing up to 50 lbs. alone or up to 100 lbs. with assistance.
- Perform strenuous physical work continuously for long periods of time.
- Perform physical activities in work environments that require walking and standing, climbing stairs, ladders and scaffolding, crawling, crouching, stooping, kneeling, reaching, balancing, pushing and pulling.
- Have manual dexterity and strength to use various hand tools and power tools properly and safely.
- Be available to work beyond assigned shifts to respond to various emergencies, such as building flooding.
- Participate in snow and ice control operations at any time during the day or night, 24/7.

The preplacement medical requirements for this title include the following:

- Drug Test
- Physical with lift test
- Audiogram
- Vision test

NOTE: Candidates must pass an MPD background investigation before being hired. Per the Criminal Justice Information Services (CJIS) security policy, your application will be rejected if you have been convicted of a felony.

MINIMUM REQUIREMENTS

1. At least 18 years of age by the application period closing date.
2. Valid driver's license and good driving record at the time of appointment and throughout employment.

DESIRABLE QUALIFICATIONS

- Previous work in facilities maintenance/handy person repair work
- Forklift certification

KNOWLEDGE, SKILLS, ABILITIES & OTHER CHARACTERISTICS

Technical and Physical

- Ability to read and understand documents, such as work rules, policies, and operating manuals.
- Ability to understand and follow verbal and written instructions.
- Ability to accurately complete paperwork, such as work logs and timecards.
- Ability to perform basic mathematical calculations accurately.
- Ability to learn about the materials, methods, and tools used in the construction and repair of structures.
- Ability to operate motorized and pneumatic equipment properly and safely, such as pumps, concrete mixers, power tampers, plate compactors, vibratory rollers, air compressors, small and large air hammers, concrete cutting saws, and leaf blowers.
- Ability to use hand tools properly and safely, such as shovels, sledgehammers, picks, hooks, wrecking bars, and hand tampers.
- Skill in raking, luting, and shoveling gravel, asphalt, dirt, and other construction materials.
- Skill in safely maneuvering a wheelbarrow filled with dirt, concrete, or asphalt.
- Ability to safely drive a vehicle and to learn to safely drive heavy equipment, such as forklift trucks and skid loaders.
- Ability to safely shovel snow and operate snowblowers.
- Ability to perform general maintenance of green areas and safely operate power, push, and riding mowers.
- Ability to make minor repairs to equipment and infrastructure under supervision.
- Ability to perform basic maintenance tasks like replacing light fixtures.
- Ability to use brooms, mops, commercial vacuum cleaners, and floor polishers.

Safety and Judgment

- Ability to exercise care and good judgment regarding safety at all times, abiding by safety-related policies, laws, and Occupational Safety & Health Administration (OSHA) regulations.
- Ability to monitor the work site vicinity, including pedestrian and vehicle traffic, to ensure the safety of the work crew and the public.
- Situational awareness.

Interpersonal and Customer Focus

- Ability to interact with members of the public courteously.
- Honesty, integrity, and the ability to maintain complete confidentiality.
- Ability to work effectively as a team member.
- Ability to work cooperatively, effectively, and fairly with coworkers and residents whose background may differ from one's own.
- Ability to serve as an effective steward of City resources.

CURRENT SALARY

The current pay rates (Pay Range 8EN) are as follows (rates shown below are hourly and biweekly):

- Non-Resident Starting Wage: **\$26.16** hourly (**\$2,093** bi-weekly)
- Incentive Starting Wage for City of Milwaukee Residents: **\$26.94** hourly (**\$2,155** bi-weekly)

The City of Milwaukee provides a comprehensive benefit program that includes the following:

- Wisconsin Retirement System (WRS) Defined Benefit Pension Plan
- 457 Deferred Compensation Plan
- Health and Dental Insurance
- Paid Parental Leave
- Comprehensive Wellness Program
- Onsite Clinic Services
- Onsite Employee Assistance Program
- Alternative Work Schedules
- Long Term Disability Insurance
- Group Life Insurance
- Tuition Benefits
- Paid Vacation
- 12 Paid Holidays
- Paid Sick Leave and other paid leaves

- Flexible Spending Arrangement
- Commuter Value Pass

For full details of the benefits the City of Milwaukee offers, please visit <http://city.milwaukee.gov/Benefits>.

SELECTION PROCESS

THE SELECTION PROCESS will be job-related and will consist of one or more of the following: an evaluation of education, experience, and/or responses to supplemental questions; a written or performance test, a structured interview, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to structured interviews and performance examinations. Structured interviews may include written exercises. Selection process component weights will be determined by further analysis of the job.

INITIAL FILING DATE - The selection process will be held as soon as practical after the abovementioned deadline. 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 selection process components' date, time, and place. Unless otherwise required by law, the City of Milwaukee will not provide alternative selection process dates or times. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

ADDITIONAL INFORMATION

- Applications and further information may be accessed by visiting www.jobapscloud.com/MIL.
- If you need help completing an application, please contact the Department of Employee Relations at (414) 286-3751 or staffinginfo@milwaukee.gov.
- The Department of Employee Relations is in City Hall, 200 E Wells St, Room 706, Milwaukee, WI 53202.

CONCLUSION

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