



Joan Johnson
Director

May 21, 2026

Ms. Jackie Q. Carter
Department of Employee Relations
City of Milwaukee
City Hall - Room 706
Milwaukee, WI 53202

Dear Ms. Carter:

Pursuant to **Civil Service Rule IX, Section 2**, the Milwaukee Public Library respectfully requests the approval to extend the temporary appointment of Brandon Hubbard to the position of Building Services Supervisor II. This position is responsible for managing all buildings and grounds, custodial functions, and delivery services for the Milwaukee Public Library's historic Central Library and Centennial Hall complex, including directing custodial staff, organizing and managing facilities projects, and managing general maintenance and specialized services throughout the building.

Mr. Hubbard was originally approved for this temporary appointment from April 26, 2026 through June 6, 2026, while the current incumbent is out on an extended leave. The Library is respectfully requesting to extend this temporary appointment until September 12, 2026 as the current incumbent's return date has not yet been determined.

The Library HR Administrator, Jessica Wolf, will be available at the next City Service Commission meeting to answer any questions or concerns.

Respectfully submitted,


Joan Johnson
Library Director





Department of Employee Relations
 200 E. Wells Street, Room 706
 Milwaukee, WI 53202-3554



NOTICE OF TEMPORARY APPOINTMENT

Rule IX, Section 2 of the Civil Service Rules allows a department to appoint a person to a position on a temporary basis. A temporary appointment may be appropriate when services are for a limited period, or during the leave of absence of an employee who plans to return to the service of the city. Therefore a temporary appointment is limited to a period of 90 days, unless an extension is authorized by the City Service Commission.

When making an employment offer for a temporary appointment, the appointing officer must submit this completed form to DER no later than the close of the pay period in which the temporary appointment has been made. All temporary appointees must meet the minimum requirements established for the position to which the individual is appointed.

SEND COMPLETED FORM AND SUPPORTING DOCUMENTATION TO DER, CITY HALL, ROOM 706 OR DERCERTIFICATION@MILWAUKEE.GOV

TEMPORARY APPOINTMENT / APPOINTEE DETAILS			
DEPARTMENT/DIVISION Library	LAST NAME Hubbard	FIRST NAME Brandon	INITIAL J
AUTHORIZED POSITION TITLE Building Services Supervisor 2	PAY RANGE 1BX	F&P COMMITTEE APPROVAL DATE n/a	REQUISITION # n/a
UNDERFILL TITLE (IF APPLICABLE)	PAY RANGE	WAS THE INDIVIDUAL HIRED FROM AN ELIGIBLE LIST? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, Referral #	
REASON FOR TEMPORARY APPOINTMENT <input checked="" type="checkbox"/> During Leave of Absence of an employee who is expected to return <input type="checkbox"/> To perform services of a temporary nature and for a limited period	EFFECTIVE DATE 4/26/2026	ANTICIPATED EXPIRATION DATE 9/12/2026	T.A. RATE OF PAY \$2,367.06
ATTACH A COPY OF THE CURRENT JOB DESCRIPTION & A RESUME IN ADDITION TO COMPLETING THE INFORMATION BELOW			
PROVIDE AN EXPLANATION OF WHY THE TEMPORARY APPOINTMENT IS NEEDED: The Library is requesting an extension for the Temporary Appointment of Mr. Brandon Hubbard to the position of Building Services Supervisor II, while the current incumbent is out on an extended leave and their return date has not yet been determined. This extension is necessary due to the critical nature of the position overseeing a number of high priority facilities projects needing imminent coverage.			
EXPLAIN HOW THE INDIVIDUAL WAS SELECTED FOR THE APPOINTMENT, INCLUDING THE SELECTION PROCESS USED AND IF NOT FROM AN ELIGIBLE LIST, HOW THE INDIVIDUAL WAS IDENTIFIED AS A POTENTIAL TEMPORARY APPOINTEE: Mr. Hubbard was selected based upon his work experience.			
PROVIDE INFORMATION TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS:			
<u>TRAINING AND EDUCATION:</u> Associate Degree in Social Worker, Bethany Lutheran, 1995	<u>WORK EXPERIENCE:</u> 1.6 years as Custodial Worker 3 at MPL 2.5 years as Custodial Worker 2 at MPL	<u>OTHER REQUIREMENTS (i.e. LICENSES)</u>	
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	IF YES, CURRENT DEPARTMENT: Library	CURRENT POSITION TITLE: Custodial Worker 3	EMPLOYEE ID NUMBER: 035743
IS THE INDIVIDUAL BEING GIVEN THIS TEMPORARY APPOINTMENT RELATED BY BLOOD OR MARRIAGE TO THE APPOINTING OFFICER, ANY MEMBER OF THE APPOINTING BOARD OR BODY, DIRECT SUPERVISOR, OR TO ANY ELECTIVE OF APPOINTEE CITY OFFICIAL? (Refer to CSC Rule VIII, Section 10 regarding nepotism.) <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes – Explain Relationship			
THIS TEMPORARY APPOINTMENT IS MADE IN ACCORDANCE WITH RULE IX, SECTION 2 OF THE CITY SERVICE COMMISSION AND IS LIMITED TO A PERIOD OF 90 DAYS UNLESS AN EXTENSION IS APPROVED BY THE COMMISSION.			
REPORTING OFFICER Jessica Wolf	SIGNATURE 	TITLE Library HR Administrator	DATE 5/22/26
APPROVING OFFICER Joan Johnson	SIGNATURE 	TITLE Library Director	DATE 5-21-26
THIS SECTION FOR DER REVIEW			
DER REVIEW COMPLETED BY:	SIGNATURE	TITLE	DATE



TEMPORARY APPOINTEE STATEMENT OF UNDERSTANDING

Rule IX, Section 2 of the Civil Service Rules allows a hiring authority to appoint a person to a position on a temporary basis. A temporary appointment may be appropriate when services are for a limited period, or during the leave of absence of an employee who plans to return to the service of the city. Therefore a temporary appointment is limited to a period of 90 days, unless an extension is authorized by the City Service Commission.

SECTION I. TO BE COMPLETED BY HIRING AUTHORITY – PLEASE TYPE OR PRINT LEGIBLY

APPLICANT NAME (last, first, middle)		DATE
Hubbard, Brandon J		05/22/2026
POSITION TITLE	PAY RANGE	RATE OF PAY
Building Services Supervisor II	1BX	\$2,461.74

SECTION II. TEMPORARY APPOINTEE STATEMENT OF UNDERSTANDING

I understand that if I am appointed to the position described above on a temporary basis, that I must meet the requirements for the position. I further understand that this temporary appointment may expire at any time and is limited to a period of 90 days, unless an extension at the request of the hiring authority is approved by the City of Milwaukee Civil Service Commission.

I understand that as a temporary appointee I am ineligible for paid holidays, sick leave, vacation or other benefits while serving on this temporary appointment, and that this temporary appointment shall not confer upon me any privilege of regular appointment. (Note: A current City of Milwaukee employee who accepts a temporary appointment to a different position retains his/her current benefits and civil service status).

I understand that if I wish to be considered for regular employment I must compete in a Civil Service examination for the position, and must pass the examination with a grade which shall place me among the top five scores on the eligible list in order to be eligible to interview for regular appointment to the position.

I understand that acceptance of a temporary appointment will not affect my rights to certification for permanent appointment to any position for which I am currently on an eligible list for.

In accordance with Civil Service Rule VIII, Section 10, concerning nepotism, I hereby certify that I am not related, either by blood or through marriage, to the appointing officer or to any member of the appointive board or body or to any direct superior or to any elective or appointive City official. (This includes relative of both whole and half blood, and extends to persons as closely related as first cousins when the relationship is by blood, or more closely related than first cousins when the relationship is through marriage, and includes the cases of husbands of sisters-in-law and wives of brothers-in-law).

A Rule IX, Section 2, temporary appointee who is on an eligible list may be considered for future regular appointment when the appointee ranks among the certifiable highest eligible on the list, or compete in a future examination.

Brandon Hubbard

Temporary Appointment Applicant Signature

5/22/26

Date Signed

Danielle Wroblecki

Danielle Wroblecki

Witness Name (Print)

Witness Signature

JOB DESCRIPTION

FOR DER USE ONLY

Vacancy No.

City Service Commission: Fire & Police Commission:	Finance Committee: Common Council:
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Instructions: Complete all sections. Refer to the *Guidelines for Preparing Job Descriptions* for instructions on completing specific items.

1. Date Prepared/ Revised: 8/20/2023		2. Present Incumbent: Pablen Roberts		Is incumbent underfilling position?	
3. Date Filled: 9/23/2018		4. Previous Incumbent: Lee Eschendal Jr.		YES <input type="checkbox"/> NO <input type="checkbox"/> <i>If YES, indicate Underfill Title in box 10.</i>	
5. Department: Milwaukee Public Library		Division: Administrative Services		Unit: Facilities and Fleet	
6. Work Location: 814 W Wisconsin Ave		Telephone: Email:		Work Schedule: Flexible with Library hours: 8am–8pm from Sunday-Saturday	
7. Represented by a Union? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		8. Bargaining Unit: N/A If in District Council 48, which local? N/A		9. FLSA Status (check one): <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	
10. Official Title: Building Services Supervisor II				Pay Range	Job Code
Underfill Title (if applicable):				1BX	4291
Requested Title (if applicable):					103
Recommended Title (DER Use Only):				Approved by: Date:	

11. BASIC FUNCTION OF POSITION:

The Building Services Supervisor II has primary responsibility for managing all buildings and grounds custodial functions and delivery services for the Milwaukee Public Library (MPL) Central Library and Centennial Hall complex, including supervising staff assigned to those functions

The Milwaukee Public Library is committed to providing the highest quality of services to internal and external customers. In meeting this commitment, employees are expected to be knowledgeable, competent, dependable, and courteous in the performance of their job responsibilities and to work cooperatively as part of a team..

12. DESCRIPTION OF JOB (Check if description applies to **Official Title** or **Underfill Title**):

A. ESSENTIAL FUNCTIONS/Duties and Responsibilities: (Refer to the “Guidelines for Preparing Job Descriptions” for instructions on determining Essential Functions.)

% of Time	ESSENTIAL FUNCTION
40	Plans, schedules, and directs all phases of delivery services and custodial services such as floor care, moving projects, recycling, grounds maintenance, special projects and events, and general maintenance at Central Library and Centennial Hall complex. Coordinates, assigns staff, and monitors requests for special custodial service projects or events. Responds to and investigates fire and security alarms as needed.
20	Interviews applicants and makes hiring recommendations. Supervises the work of custodial positions at Central Library (1 st shift, 2 nd shift, and Centennial Hall); assigns work, posts work schedules and maintains work records using the computerized maintenance management system (CMMS). Conducts performance evaluations and completes related documentation; issues disciplinary actions or commendations as appropriate, and represents management at the first and second grievance steps. Maintains payroll and attendance records. Monitors absences for excessive use or abuse and takes appropriate action.
10	Obtains bids and administers various contracts for specialized services such as pest control, window cleaning, landscaping, snowplowing, recycling, hazardous waste disposal, dust mop and mat rental, and furniture re-upholstery. Arranges for the repair and maintenance of all custodial equipment. Requisitions and maintains inventories of custodial supplies.

% of Time	ESSENTIAL FUNCTION
10	Instructs, orients and trains custodians on effective cleaning techniques, proper use of supplies and chemicals, correct use of equipment, and current safety rules and regulations. Ensures departmental blood borne pathogens compliance for assigned staff. Plan and conduct regular in-service training for custodians to develop best practices and SOPs.

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
5	Plans, schedules and directs delivery service staff, inspects all library vehicles and schedules maintenance and repairs.
5	Researches new products, equipment, and cleaning techniques to improve efficiency and effectiveness. Provides cost/benefit analysis and prepares annual budget requests as requested by Facilities Supervisor or Facilities Manager. Manage the inventory and ordering of office supplies.
5	Assumes responsibilities of the other Building Services Supervisor II or the Facilities Supervisor in their absence.
5	Performs other related duties as assigned.

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Vacant, Facilities Supervisor

D. SUPERVISION RECEIVED: (Describe the extent to which work assignments and methods are outlined, reviewed, and approved by this position's supervisor.)

Under the general supervision of the Facilities Supervisor, who evaluates job performance and is available for consultation on problems that arise. The incumbent works with a high degree of independence when performing the expected job duties and responsibilities of the position.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = **26**

Direct Supervision: List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following:

a. Assign duties	e. Sign or approve work	
b. Outline methods	f. Make hiring recommendations	
c. Direct work in progress	g. Prepare or approve performance appraisals	
d. Check or inspect completed work	h. Take disciplinary action or effectively recommend such	
Number Supervised	Job Title	Extent of Supervision Exercised (Select those that apply from list above, a - h)
12	Custodial Workers 2 (Central Lib)	a, b, c, d, f, g, h, i, j
11	Custodial Workers 2 (Branch Libs)	a, b, c, d, f, g, h, i, j
3	Custodial Workers 3 (Central Library)	a, b, c, d, f, g, h, i, j.

F. MINIMUM QUALIFICATIONS REQUIRED: (Indicate the MINIMUM qualifications required to enter the job.)

Education and Experience:

1. Associate degree in facilities management or a closely related field from an accredited college.
2. Two years of experience in building maintenance, custodial operations, or a comparable field, at least one year of which must have been in a lead or supervisory role.
3. Valid driver's license required at the time of appointment and throughout employment (mileage reimbursement provided pursuant to Section 350-183 of the Milwaukee Code).
4. Must have a good driving record.

Equivalent combinations of training and experience may be considered. For example, four years of experience as described under #3, above, is considered equivalent; however, there is no substitute for the one year of experience in a lead or supervisory role.

Knowledge, Skills and Abilities:

1. Knowledge of buildings and grounds maintenance and cleaning procedures, including familiarity with the techniques, equipment, and materials used.

2. Knowledge of and commitment to safe work procedures.
3. Ability to learn about and carry out procurement and budgeting processes.
4. Familiarity with standard computer applications such as word processing and email.
5. Ability to communicate effectively and clearly verbally and in writing.
6. Active listening skills.
7. Skill in providing excellent customer service.
8. Interpersonal skills, including the ability to build and maintain effective working relationships with managers, colleagues, and direct reports.
9. Ability to work cooperatively and effectively with people whose backgrounds may differ from one's own.
10. Able to execute the full spectrum of management duties, including ability to interview, onboard, train, coach, motivate, discipline and evaluate staff with proper documentation and a focus on staff development.
11. Ability to foster an environment of inclusion wherein all employees are treated respectfully, are valued for their strengths, and feel that they can safely express themselves.
12. Ability to plan, organize, and prioritize work in order to meet deadlines.
13. Analytical and problem-solving skills as well as the ability to make decisions independently and exercise sound judgment.
14. Ability to remain calm during emergency situations.
15. Honesty, integrity, and ability to responsibly manage City resources.
16. Effectively evaluates and makes independent decisions to resolve problems; recommends actions designed to prevent problems from occurring.

Certifications, Licenses, Registrations:

1. Valid Driver's license with personal automobile and appropriate insurance required at the time of appointment and throughout employment

Other Requirements:

1. Able to work flexible work hours, some evening and weekend hours, in excess of 40 hours per week. Available on call for emergencies.

13. PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED

The Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008 requires job descriptions to provide detailed information regarding the physical demands required to perform the essential functions of a job; the conditions under which the job is performed; and the tools and equipment the employee will be required to use on the job. Reasonable accommodations may be made to enable qualified individuals to perform the essential duties and responsibilities of the job for each of the categories listed below.

- A. PHYSICAL ACTIVITY OF THE POSITION:** (List the physical activities that are representative of those that must be met to successfully perform the essential functions of the job).

CHECK ALL THAT APPLY:

<input checked="" type="checkbox"/>	Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like; using feet and legs and/or hands and arms. Body agility is emphasized. Check only if the amount and kind of climbing required exceeds that required for ordinary locomotion.
<input checked="" type="checkbox"/>	Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. Check only if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
<input checked="" type="checkbox"/>	Stooping: Bending body downward and forward by bending spine at the waist. Check only if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
<input checked="" type="checkbox"/>	Kneeling: Bending legs at knee to come to a rest on knee or knees.
<input checked="" type="checkbox"/>	Crouching: Bending the body downward and forward by bending leg and spine.
<input checked="" type="checkbox"/>	Crawling: Moving about on hands and knees or hands and feet.
<input checked="" type="checkbox"/>	Reaching: Extending Hand(s) and arm(s) in any direction.
<input checked="" type="checkbox"/>	Standing: Particularly for sustained periods of time.
<input checked="" type="checkbox"/>	Walking: Moving about on foot to accomplish tasks, particularly for long distances.
<input checked="" type="checkbox"/>	Pushing: Using upper extremities to exert force in order to draw, press against something with steady force in order to thrust forward, downward or outward.
<input checked="" type="checkbox"/>	Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
<input checked="" type="checkbox"/>	Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Check only if it occurs to a considerable degree and requires substantial use of the upper extremities and back muscles.
<input checked="" type="checkbox"/>	Fingering: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
<input checked="" type="checkbox"/>	Grasping: Applying pressure to an object with fingers and palm.
<input type="checkbox"/>	Feeling: Perceiving attributes of objects such as size, shape, temperature or texture by touching with the skin, particularly that of the fingertips.

<input checked="" type="checkbox"/>	Talking: Expressing or exchanging ideas by means of the spoken word. Those activities which demand detailed or important instructions spoken to other workers accurately, loudly or quickly.
<input checked="" type="checkbox"/>	Hearing: Perceiving the nature of sounds with no less than a 40 db loss. Ability to receive oral communication and make fine discriminations in sound.
<input checked="" type="checkbox"/>	Repetitive Motions: Substantial movements (motions) of the wrist, hands, and/or fingers.
<input checked="" type="checkbox"/>	Driving: Minimum standards required by State Law (including license).

B. PHYSICAL REQUIREMENTS OF THE POSITION: (List the physical requirements that are essential functions of the job.)

CHECK ONE:

<input type="checkbox"/>	Sedentary Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
<input type="checkbox"/>	Light Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for Light Work.
<input checked="" type="checkbox"/>	Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
<input type="checkbox"/>	Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
<input type="checkbox"/>	Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

C. VISUAL ACUITY REQUIREMENTS: (List the visual acuity requirements that are essential functions of the job.)

CHECK ONE:

<input type="checkbox"/>	Operators (Electronic Equipment), Inspection, Close Assembly, Clerical, Administrative: This is a minimum standard for use with those whose job requires work done at close visual range (i.e. preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small parts, operation of machines, using measurement devices, assembly or fabrication of parts).
<input checked="" type="checkbox"/>	Machine Operators, Mechanics, Skilled Tradespeople: This is a minimum standard for use with those whose work deals with machines where the seeing job is at or within arm's reach. This also includes mechanics and skilled tradespeople and those who do work of a non-repetitive nature such as carpenters, technicians, service people, plumbers, painters, mechanics, etc. (If the machine operator also inspects, check the "Operators" box.)
<input type="checkbox"/>	Mobile Equipment Operators: This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.
<input type="checkbox"/>	Other: This is a minimum standard based on the criteria of accuracy and neatness of work for janitors, sweepers, etc.

D. THE CONDITIONS THE WORKER WILL BE SUBJECT TO IN THIS POSITION:

List the environmental/working conditions to which the employee may be exposed while performing the essential functions of the job. Include scheduling considerations such as on-call for emergencies, rotating shift, etc.

Approximate Percentage of time performing fieldwork: ___%

CHECK ALL THAT APPLY:

<input type="checkbox"/>	None: The worker is not substantially exposed to adverse environmental conditions (such as typical office or administrative work).
<input checked="" type="checkbox"/>	The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes (i.e. warehouses, covered loading docks, garages, etc.)
<input type="checkbox"/>	The worker is subject to outside environmental conditions: No effective protection from weather.
<input checked="" type="checkbox"/>	The worker is subject to extreme cold: Temperatures below 32 degrees for period of more than one hour.
<input checked="" type="checkbox"/>	The worker is subject to extreme heat: Temperatures above 100 degrees for periods of more than one hour.
<input checked="" type="checkbox"/>	The worker is subject to noise: There is sufficient noise to cause the worker to shout in order to be heard above the surrounding noise level.
<input checked="" type="checkbox"/>	The worker is subject to vibration: Exposure to oscillating movements of the extremities or whole body.
<input type="checkbox"/>	The worker is subject to hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places or exposure to chemicals.
<input checked="" type="checkbox"/>	The worker is subject to atmospheric conditions: One or more of the following conditions that affect the respiratory system or the skin: Fumes, odors, dust, mists, gases or poor ventilation.
<input type="checkbox"/>	The worker is subject to oil: There is air and/or skin exposure to oils and other cutting fluids.
<input checked="" type="checkbox"/>	The worker is required to wear a respirator.

E. MACHINE, TOOLS, EQUIPMENT, ELECTRONIC DEVICES, SOFTWARE, ETC. USED BY POSITION:

List equipment needed to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)

CHECK ALL THAT APPLY:

<input type="checkbox"/> Camera and photographic equipment	<input checked="" type="checkbox"/> Office Equipment (desk, chair, telephone, etc.)
<input checked="" type="checkbox"/> Cleaning supplies	<input checked="" type="checkbox"/> Office supplies (pens, staplers, pencils, etc.)
<input checked="" type="checkbox"/> Commercial vehicle	<input checked="" type="checkbox"/> Packing materials (boxes, shrink wrap, etc.)
<input type="checkbox"/> Data processing equipment	<input checked="" type="checkbox"/> PC equipment (monitor, keyboard, printer, etc.)
<input type="checkbox"/> Handcart	<input checked="" type="checkbox"/> PC software
<input type="checkbox"/> Hand tools (<i>please list</i>):	
<input checked="" type="checkbox"/> Office Machines (<i>check all that apply</i>): <input checked="" type="checkbox"/> Copier <input checked="" type="checkbox"/> Facsimile <input checked="" type="checkbox"/> Calculator <input type="checkbox"/> Cash register	
<input checked="" type="checkbox"/> Other (<i>please list</i>): Safety equipment	

14. SUPPLEMENTARY INFORMATION: (Indicate any other information which further explains the importance, difficulty, or uniqueness of the position, such as its scope of responsibility related to finances, equipment, people, information, etc. Also indicate success factors such a personal characteristics that contribute to an individual's ability to perform well in the job, and any other special considerations.)

15. I believe that the statements made above in describing this job are complete and accurate:



Signature of Department Head or Designated Representative

Library Director

Title

BRANDON J. HUBBARD

SUMMARY

Reliable and experienced custodial and operations professional with a background in facility maintenance, logistics, and hospitality. Skilled in advanced cleaning, team leadership, equipment operation, and maintaining safe, high-quality public facilities. Known for strong work ethic, attention to detail, and ability to train and supervise staff.

EXPERIENCE

Custodial Worker 3 — City of Milwaukee

Nov 2024 – Present

- Lead custodial worker responsible for maintaining high sanitation standards across a public facility
 - Perform deep cleaning including floor stripping, waxing, buffing, and carpet cleaning
 - Operate heavy custodial machinery and equipment safely and effectively
 - Manage cleaning inventory, supplies, and restocking
 - Train and supervise custodial staff on procedures, safety, and quality standards
 - Perform minor maintenance and report facility issues to management
 - Maintain restrooms, public areas, offices, and high-traffic spaces
 - Support event setup and room preparation, including furniture arrangement and equipment setup
-

Custodial Worker 2 — City of Milwaukee

May 2022 – Oct 2024

- Performed routine cleaning and sanitation of library facilities
- Maintained floors through sweeping, mopping, waxing, and polishing
- Cleaned restrooms, offices, and public areas; ensured supply restocking
- Set up meeting rooms and library events, including furniture arrangement and lighting adjustments

- Maintained exterior areas including parking lots, roofs, drains, and grounds
 - Operated custodial equipment and followed safety procedures
 - Reported maintenance and safety concerns to supervisors
-

Driver / Manager — UPS

Oct 2015 – May 2017

- Delivered packages safely and maintained on-time performance standards
 - Managed loading and unloading operations and ensured package integrity
 - Oversaw team members and supported workflow coordination
 - Trained new employees on deliveries, cleaning procedures, and special projects
 - Documented issues and communicated with leadership via email and reports
 - Used Microsoft Word, Excel, Gmail, Outlook, and facility systems for documentation and tracking
-

Concierge — Dolce Hotels and Resorts

Jun 2012 – Sep 2014

- Assisted guests with reservations, directions, and personalized recommendations
 - Booked dining, entertainment, and event tickets
 - Delivered items and ran errands for guest requests
 - Handled special requests, including sourcing hard-to-find items
 - Set up and broke down rooms for guest use and events
 - Coordinated with hotel staff to ensure high-quality guest experience
-

EDUCATION

Associate Degree — Bethany Lutheran Junior College

SKILLS

- Facility Maintenance & Sanitation
- Floor Care (stripping, waxing, buffing, carpet cleaning)
- Restroom Maintenance & Supply Management
- Event & Meeting Room Setup

- Heavy Equipment Operation
 - Inventory Management
 - Leadership & Staff Training
 - Logistics & Delivery Operations
 - Microsoft Word, Excel, Gmail, Outlook
 - Customer Service & Communication
 - Problem-Solving & Time Management
 - Attention to Detail
-

BRANDON J. HUBBARD

Milwaukee, WI

(414) 578-6881 | brhubba@milwaukee.gov | LinkedIn: [Add Link]

SUMMARY

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- Heavy Equipment Operation
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 - Logistics & Delivery Operations
 - Microsoft Word, Excel, Gmail, Outlook
 - Customer Service & Communication
 - Problem-Solving & Time Management
 - Attention to Detail
-