

CUSTODIAL WORKER 1 – MPD

Recruitment #2503-0714DC-001

List Type	Original
Requesting Department	Milwaukee Police Department
Open Date	Friday 03/21/25
Filing Deadline	Friday 04/11/25
HR Analyst	Rebecca Bird + Jamie Heberer

INTRODUCTION

The City of Milwaukee is proud to employ a diverse workforce committed to providing exemplary service to its residents. If you are passionate about being part of an inclusive team of public servants, please consider the following opportunity.

Qualified applicants may be considered for vacancies in various City of Milwaukee departments.

PURPOSE

The Custodial Worker 1 is responsible for the overall cleanliness and upkeep of the Milwaukee Police Department's (MPD's) buildings and grounds.

ESSENTIAL FUNCTIONS

Cleaning and Task Tracking

- Perform general cleaning, including biohazard cleanup, mopping, dusting, and sweeping.
- Wash walls, windows, and ceilings; collect trash, sort recyclables, and clean entrance mats; and clean and sanitize showers, locker rooms, and toilet facilities.
- Perform floor care, including washing, stripping, and waxing floors; operate floor care equipment, such as buffing and scrubbing machines.
- Use job-related computer software such as Facility Dude, maintenance work order systems, Microsoft Office applications, email, and online time entry.
- Assist with training new employees, including demonstrating the correct use of cleaning chemicals and equipment.
- Consistently follow safe work practices and procedures.

Building Maintenance

- 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 replacing bulbs and cleaning fixtures.
- Perform minor maintenance duties, including painting, maintaining locks, and replacing ceiling tiles.
- Maintain the grounds around facilities, including mowing, weeding, raking, and trimming grass, bushes, and trees.
- Perform snow removal functions, including salting, plowing, and shoveling.
- Pick up litter and perform 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 lubricating.
- Assist in cleaning Heating, Ventilation, and Air Conditioning (HVAC) equipment.

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

- Subject to working weekends and holidays, 1st, 2nd and 3rd shift.
- Must be able to lift 50 pounds without assistance.
- Must work from ladders at heights of up to 15 feet.
- Must be able to meet the job's physical demands, including frequent standing, walking, twisting, bending, climbing stairs, lifting, and pushing items weighing up to 50 pounds.

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.

The preplacement medical requirements for this title include the following:

- Physical/lift test
- Audiogram
- Vision test
- Hepatitis B Vaccine

MINIMUM REQUIREMENTS

1. At least eighteen years of age at time of application.
2. For positions in the Milwaukee Public Library (MPL), Milwaukee Police Department (MPD), and Milwaukee Fire Department (MFD): Valid driver's license at time of appointment and throughout employment.

DESIRABLE QUALIFICATIONS

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

KNOWLEDGE, SKILLS, ABILITIES & OTHER CHARACTERISTICS

Technical

- 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.
- Knowledge of basic mathematics to use proper amounts of cleaning chemicals according to directions.
- Ability to safely 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 use various software programs, including Facility Dude, Microsoft Office, and work order programs.

Safety and Judgment

- Ability to exercise care and good judgment regarding safety, abiding by safety-related policies, laws, and Occupational Safety & Health Administration (OSHA) regulations.

- Spatial awareness and the ability to monitor the work site vicinity, including pedestrian traffic, to ensure the safety of the custodial crew, the staff, and the public.
- Honesty, integrity, and the ability to safeguard City resources.

Interpersonal and Customer Focus

- Ability to work and communicate with supervisors and other staff as an effective team member.
- Ability to interact diplomatically and tactfully with the public.
- Ability to work cooperatively, effectively, and fairly with coworkers and residents whose background may differ from one's own.

CURRENT SALARY

The current starting salary (Pay Range 8AN) is **\$44,862** annually, and the resident incentive starting salary for City of Milwaukee residents is **\$46,208** annually.

- *Appointment will be made in accordance with the City of Milwaukee Salary Ordinance.*
- *One position in the Buildings and Grounds Division of the Police Department shall receive an additional \$5.00 biweekly while assigned to operating the floor scrubbing machine.*
- *Positions in the Police Department will receive an additional \$1.00 per hour for all time worked more than eight (8) hours in one 24-hour day plowing snow or salting.*
- *Employees in the Maintenance Services Section of the Police Department who are assigned to and perform work on the wax crew shall receive a premium of \$10 biweekly.*
- *Positions in the Police Department, certified as Trackmeter Technicians, and regularly performing speedometer work, shall receive additional compensation of \$15 on a biweekly basis.*

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 offered by the City of Milwaukee, 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 deadline listed above. 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 selection process components. 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

EEO Code= 801

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