

CUSTODIAL WORKER II-C L

Recruitment #2301-0713DC-001

List Type	Original
Requesting Department	MILWAUKEE POLICE DEPARTMENT
Open Date	Friday, March 17, 2023
Filing Deadline	Friday, April 14, 2023 11:59:00 PM
HR Analyst	Jeff Harvey

INTRODUCTION

Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy.

Milwaukee provides a casual sophistication – big city appeal without the big city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed historic charm with a breathtaking art museum, top-flight cultural attractions, professional sports, lakefront festivals, recreational opportunities, and great restaurants.

The City of Milwaukee is proud to employ a diverse workforce that is committed to providing exemplary service to the City's residents. If you have a passion for being a part of an inclusive team of public servants, please consider the following opportunity.

PURPOSE

The Custodial Worker II-City Laborer is responsible for the overall cleanliness and upkeep of Milwaukee Police Department (MPD) buildings and grounds.

ESSENTIAL FUNCTIONS

Cleaning and Task Tracking/Administration

- 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.
- Utilize job-related computer software such as Facility Dude, maintenance work order systems, Microsoft Office applications, E-mail, and online time entry.
- Assist in training new employees, including demonstrating the correct use of cleaning chemicals and equipment.
- Consistently exhibit 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.

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, 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.
- **NOTE: Candidates must pass an MPD background investigation before hire. As 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 eighteen years of age at time of application.
2. 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 and Physical Skill

- Ability to efficiently perform 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 so as 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 utilize various software programs including Facility Dude, Microsoft Office, and work order programs.

Safety and Judgment

- Ability to always 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 and the public.

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 rate (Pay Range 8DN) is **\$37,953** annually, and the resident incentive starting salary for City of Milwaukee residents is **\$39,092** annually. *Appointment will be made in accordance with the City of Milwaukee Salary Ordinance.*

BENEFITS

The City of Milwaukee provides a comprehensive benefit program which includes:

- 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 <https://city.milwaukee.gov/der/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 application 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 would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or staffinginfo@milwaukee.gov.
- The Department of Employee Relations is located at 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.