Milwaukee Police Department
Police Administration Building
749 West State Street
Milwaukee, Wisconsin 53233
http://www.milwaukee.gov/police

Jeffrey B. Norman
Chief of Police

(414) 933-4444

June 9, 2026

The Board of
Fire and Police Commissioners
200 East Wells Street, Room 706
Milwaukee, WI 53202

RE: Request for Custodial Worker 1 Examination and Eligibility List

Dear Commissioners:

I respectfully request that your Honorable Commission refer this request to the Department of Employee Relations (DER) to conduct a recruitment, administer an examination, and provide an eligibility list for the position of Custodial Worker 1 as soon as administratively possible. The Custodial Worker 1, is responsible for the overall cleaning and upkeep of all Police Department buildings and grounds. Custodial Workers perform a variety of janitorial duties and minor maintenance functions daily. The Custodial Worker 1 is also responsible for material handling such as moving furniture, property, equipment, and other related duties as assigned.

Attached, please find a job description for the position. Department representatives are available to assist DER staff in this matter. If you have questions regarding this matter, please contact Human Resources Representative Meryl Simmons at (414) 935-7591.

Respectfully Submitted,

JEFFREY B. NORMAN
CHIEF OF POLICE

CRAIG D. SARNOW
ASSISTANT CHIEF OF POLICE

JBN:CDS:ms
Attachment

City of Milwaukee
CS-25, Rev. *11/14*

JOB DESCRIPTION

FOR DER USE ONLY	
Vacancy No.	
City Service Commission:	Finance Committee:
Fire & Police Commission:	Common Council:

Instructions: Complete all sections. Refer to the *Guidelines for Preparing Job Descriptions* for instructions on completing specific items.

1. Date Prepared/ Revised: 12/17/2012 | 6/9/2026	**2. Present Incumbent:** 36 Authorized Positions	**Is incumbent underfilling position?** **YES** ☒ **NO** ☐ *If YES, indicate Underfill Title in box 10.*
3. Date Filled:	**4. Previous Incumbent:**	
5. Department: Police	**Bureau:** Administration **Division:** Facilities	**Unit:** Maintenance Services **Section:**
6. Work Location: Various Police Buildings	**Telephone:** 414-935-7534 **Email:** mpipia@milwaukee.gov	**Work Schedule:** Hours: Day/Early/Late Shifts (8 hours) Days: 5
7. Represented by a Union? ☐ Yes ☒ No	**8. Bargaining Unit:** Non-Mgmt/Non-Rep **If in District Council 48, which local?** N/A	**9. FLSA Status** *(check one)*: ☐ Exempt ☒ Non-Exempt

10.		**Pay Range**	**Job Code**	**EEO Code**
Official Title: **Custodial Worker 3**		8CN	0716DC	801
Underfill Title *(if applicable)*:	**Custodial Worker 2**	8BN	0715DC	801
	Custodial Worker 1	8AN	0714DC	801
Requested Title *(if applicable)*:				

Recommended Title (DER Use Only):	**Approved by:** **Date:**

11. BASIC FUNCTION OF POSITION:

This position is responsible for the overall cleaning and upkeep of all Police Department buildings and grounds by performing a variety of janitorial and minor maintenance functions. Also responsible for incidental material handling (to include moving furniture, property and other items) and other related duties as required.

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.)*

100% of Time	ESSENTIAL FUNCTION
	Regular and consistent attendance. General cleaning including but not limited to: biohazard cleanup, mopping, dusting, sweeping, washing walls, exterior and interior windows and ceilings, collection and emptying trash, sorting recyclables, cleaning and sanitizing showers, locker rooms, bubblers and toilet facilities, washing, stripping and waxing floors, operating floor care equipment such as buffing machines or scrubbing machines.
	Material handling and moving objects with weight up to 50 lbs. Without assistance including furniture, unloading trailers, floor care equipment, recycling carts, and using pallet jacks to move loaded pallets. Maintains, checks and delivers supplies and equipment.
	Maintain the grounds around Police Department facilities including mowing; weeding; raking, trimming grass, bushes and trees; snow removal including salting, shoveling and plowing; pick up litter and general plant care.
	Perform minor maintenance duties to include but not limited to light bulb replacement and fixture cleaning, and other maintenance duties as required such as painting, lock maintenance, ceiling tile replacement and other minor building repair activities.
	Performs minor repairs and general cleaning to custodial floor equipment, such as scrubbers, polishers, buffers, vacuums and other related mechanized equipment in addition to power equipment such as changing oil, filling with gas and lubrication and other related equipment. Assists in the cleaning of HVAC equipment.

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

100% of	ESSENTIAL FUNCTION
	Utilize related computer software such as Facility Dude, maintenance work order systems, Microsoft Office products, and online timesheet entry. Assist with training new employees including demonstrations of the correct use of cleaning chemicals, job related equipment, cleaning procedures, job shadowing and acceptable department work practices and procedures.
	Perform other related duties as assigned.

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
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	•
	•
	•
	•
	•
	•
	•
	•

C. NAME AND TITLE OF <u>IMMEDIATE</u> SUPERVISOR:

Building Maintenance Supervisor.

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

Direct supervision is received from the Building Maintenance Supervisor II, the Printing, Stores & Building Services Supervisor or an individual designated as the shift supervisor in the absence of the immediate supervisor. General supervision is received from the Building Maintenance Assistant Manager or the Police Facilities Manager.

E. SUPERVISION EXERCISED:
Total number of employees for whom responsible, either directly or indirectly = 0.

<u>Direct Supervision:</u> 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 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)*

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

i. Education and Experience:

Custodial Worker 3

- Perform advanced floor care, including carpet cleaning/shampooing, changing carpet tiles, grinding and polishing terrazzo flooring, and installing polyuria/epoxy flooring.
- Act as a team lead on assigned shift ensuring that all custodial operations are completed in a timely manner. Plan, coordinate, prioritize and inspect work of others and report to the Building Maintenance Supervisor.
- Exercise sound judgement and handle adverse situations appropriately.
- Ability to exercise care and good judgement at all times regarding safety, abiding by safety related policies, laws, and OSHA regulations.
- Must have situational awareness and the ability to monitor the worksite vicinity, including pedestrian traffic, to ensure the safety of the custodial crew.
- Must have the ability to interact diplomatically and tactfully with custodial staff and the general public.
- Must obtain OSHA 30 Certification within 180 days of appointment.

Custodial Worker 2

- Material handling and moving objects with weight up to 50lbs without assistance, including furniture, unloading trailers, floor care equipment, recycling carts, and using pallet jacks to move loaded pallets. Maintains, checks, and delivers supplies and equipment.
- Maintain the grounds around Police Department facilities, including mowing, weeding, raking, trimming grass, bushes and trees. Snow removal, including salting, shoveling, and plowing. Pick up litter and general plant care.
- Perform minor maintenance duties to include, but not limited to light bulb replacement, and fixture cleaning and other maintenance duties required such as painting, lock maintenance, ceiling tile replacement and other minor building repair activities.
- Performs minor repairs and general cleaning to custodial floor equipment such as scrubbers, polishers, buffers, vacuums, and other related mechanized equipment in addition to power equipment, such as changing oil, filing with gas, and lubrication and other related equipment. Assists with cleaning HVAC equipment.
- Assist with training new employees including demonstrations of the correct use of cleaning chemicals; job related equipment, cleaning procedures, job shadowing, and acceptable department work practices and procedures.
- Strip and wax floors, operate floor care equipment, such as buffing and scrubbing machines.
- Ability to take inventory of custodial supplies needed and report to supervisor.
- Obtain OSHA 10 Certification within 30 days of appointment.

Custodial Worker 1

- Dust and wet mop floors and hallways as well as vacuum carpets.
- Dust offices, blinds, and office furniture. Clean glass tables, desktops, and windows.
- Clean and disinfect restrooms. Biohazard cleanup when needed.
- Empty, clean, and reline waste containers.
- Must follow written and verbal directions. Must have the ability to use Microsoft office products.
- Must be able to kneel, crouch, reach, stand, walk, climb stairs, as well as push, pull, and lift up to 50 lbs.
- Required to assist with snow removal, salting, and shoveling during assigned shifts as needed.
- One year experience performing custodial duties in a commercial environment (desirable).

ii. Knowledge, Skills and Abilities:

- 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.
- Ability to use equipment, supplies and chemicals required by the position.

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- 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, online timesheet entry and work order programs.
- Ability 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.
- Ability to work and communicate with supervisors and other staff as an effective team member.
- Ability to interact diplomatically and tactfully with the general public.

iii. Certifications, Licenses, Registrations:

- Valid driver's license at time of appointment and throughout employment in order to operate city vehicles while conducting business.

iv. Other Requirements:

- Must pass a Milwaukee Police Department background investigation prior to hire.
- Subject to working weekends, holidays, 1st, 2nd and 3rd shift.
- Must be able to lift and carry 50 pounds without assistance.
- Must be able to work from ladders at heights of up to 15 feet.

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.

G. 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:

☒	**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.
☐	**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.
☐	**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.
☒	**Kneeling:** Bending legs at knee to come to a rest on knee or knees.
☒	**Crouching:** Bending the body downward and forward by bending leg and spine.
☐	**Crawling:** Moving about on hands and knees or hands and feet.
☒	**Reaching:** Extending Hand(s) and arm(s) in any direction.
☒	**Standing:** Particularly for sustained periods of time.
☒	**Walking:** Moving about on foot to accomplish tasks, particularly for long distances.
☒	**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.
☒	**Pulling:** Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
☒	**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.
☐	**Fingering:** Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.

☐	**Grasping:** Applying pressure to an object with fingers and palm.
☐	**Feeling:** Perceiving attributes of objects such as size, shape, temperature or texture by touching with the skin, particularly that of the fingertips.
☒	**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.
☒	**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.
☒	**Repetitive Motions:** Substantial movements (motions) of the wrist, hands, and/or fingers.
☒	**Driving:** Minimum standards required by State Law (including license).

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

CHECK ONE:

☐	**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.
☐	**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.
☒	**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.
☐	**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.
☐	**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.

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

CHECK ONE:

☐	**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).
☐	**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.)
☐	**Mobile Equipment Operators:** This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.
☒	**Other:** This is a minimum standard based on the criteria of accuracy and neatness of work for janitors, sweepers, etc.

J. 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 field work: 10%**

CHECK ALL THAT APPLY:

☒	**None:** The worker is not substantially exposed to adverse environmental conditions *(such as typical office or administrative work).*
☒	**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.)*
☐	**The worker is subject to outside environmental conditions:** No effective protection from weather.
☒	**The worker is subject to extreme cold:** Temperatures below 32 degrees for period of more than one hour.
☐	**The worker is subject to extreme heat:** Temperatures above 100 degrees for periods of more than one hour.
☐	**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.
☐	**The worker is subject to vibration**: Exposure to oscillating movements of the extremities or whole body.
☒	**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.

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☐	**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.
☐	**The worker is subject to oil:** There is air and/or skin exposure to oils and other cutting fluids.
☐	**The worker is required to wear a respirator.**

K. 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:

☐ Camera and photographic equipment	☐ Office Equipment (desk, chair, telephone, etc.)
☒ Cleaning supplies	☐ Office supplies (pens, staplers, pencils, etc.)
☐ Commercial vehicle	☒ Packing materials (boxes, shrink wrap, etc.)
☐ Data processing equipment	☒ PC equipment (monitor, keyboard, printer, etc.)
☒ Handcart	☐ PC software
☐ Hand tools ***(please list):***	
☐ Office Machines ***(check all that apply):*** ☐ Copier ☐ Facsimile ☐ Calculator ☐ Cash register	
☒ Other ***(please list):*** Tools, equipment and supplies typically used in custodial/cleaning and material handling operations. Computers for entering and receiving information.	

L. 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.)

Employee needs to work collaboratively in a team environment. Understanding that the position plays an integral role in the department's success by maintaining facilities in such a manor to clean, sanitize and increase the overall appearance and curb appeal of the Departments facilities for the benefit of staff and the general public.

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

_____

Signature of Department Head or Designated Representative

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.