

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):

Work Phone:

2. Class Title (i.e. payroll title):

Custodial Worker 1

3. Working Title (if any):

Building Cleaner

4. Name & Class of First-Line Supervisor:

Kathy Cryan-Engineering Operations Manager

Work Phone:

5. Department, Division & Section:

Public Works, Engineering - Operations

6. Work Address:

Various City-owned facilities

7. Hours/Week: 40

Start time: Varies End time: Varies

8. Date of hire in this position:

9. From approximately what date has employee performed the work currently assigned:

10. Position Summary:

This is routine manual and unskilled work in the performance of a variety of building cleaning tasks. Employees perform assigned tasks subject to established methods and routines and work is reviewed for conformation with work standards in assigned work areas by a Custodial Worker 3. The work is performed independently under the general supervision of the Engineering Operations Manager and the direction of a Custodial Worker 3.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

100% A. Building Cleaning

1. Maintain floors, carpets, and stairways by sweeping, vacuuming, scrubbing, and mopping.
2. Wash and remove blemishes from windows, light fixtures, blinds, mirrors, and walls.
3. Replace light bulbs.

4. Clean and maintain rooms by dusting and scrubbing, shelves, furniture, fabric partitions, bathroom fixtures, ceilings and other equipment and/or appliances.
5. Collect and remove trash and refuse from wastebaskets, trash boxes, and other refuse/recyclable containers and properly dispose of wastes.
6. Arrange furniture and set up equipment as specified.
7. Perform tasks such as raking, mowing, and watering lawns, snow and ice removal, trash pick up, sweeping parking lots and sidewalks.
8. Fill out paperwork documenting work completed each shift.
9. Perform related work as required.

12. Primary knowledge, skills and abilities required:

Knowledge of the materials, supplies, and methods commonly employed in a building cleaning operation. Ability to understand and carry out instructions. Ability to perform assigned tasks without close supervision alone or as part of a team. Ability to develop and maintain effective working relationships. Ability to communicate effectively both orally and in writing. Ability to maintain adequate attendance.

13. Special tools and equipment required:

14. Required licenses and/or registration:

Possession of a valid Wisconsin driver's license and ability to meet the transportation requirements of the position.

Ability to be bonded.

15. Physical requirements:

Ability to perform heavy manual work, lift up to 50 lbs., and to work in adverse weather conditions.

16. Supervision received (level and type):

Work is performed under general supervision and reviewed by a leadworker for conformation with established standards.

17. Leadership Responsibilities:

This position: is responsible for supervisory activities (Supervisory Analysis Form attached).
 has no leadership responsibility.
 provides general leadership (please provide detail under Function Statement).

18. Employee Acknowledgment:

- I prepared this form and believe that it accurately describes my position.
 I have been provided with this description of my assignment by my supervisor.
 Other comments (see attached).

EMPLOYEE

DATE

19. Supervisor Statement:

- I have prepared this form and believe that it accurately describes this position.
- I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
- I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
- I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
- Other comments (see attached).

SUPERVISOR

DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.