

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):
Vacant
Work Phone:
2. Class Title (i.e. payroll title):
Custodial Worker 3
3. Working Title (if any):
N/A
4. Name & Class of First-Line Supervisor:
Kathy Cryan, Engineering Operations Manager
Work Phone: 266-4819
5. Department, Division & Section:
Public Works, Engineering - Operations
6. Work Address:
1600 Emil St.
7. Hours/Week: 40
Start time: 7:30 AM End time: 4:00 PM
8. Date of hire in this position:
N/A
9. From approximately what date has employee performed the work currently assigned:
N/A

10. Position Summary:

This is responsible semi-skilled work in performing and leading others in a full range of custodial tasks. This includes cleaning, responsibility for area security, and minor maintenance tasks. Employees act with a high degree of independence, and work is reviewed, for conformation with work standards, by a supervisor. Work is performed under general supervision.

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

20%	<ol style="list-style-type: none"> 1. Act as the day shift leadworker to ensure that assigned tasks are completed in accordance with standard operating procedures. <ol style="list-style-type: none"> a. Train assigned staff in the performance of custodial work, including the use of new methods and materials. b. Assign tasks to custodial workers and monitor their work through direct observation and periodic inspection. c. Advise and correct custodial workers in the proper performance of a full range of custodial tasks. d. Report work problems and deficiencies to EOM.
50%	<ol style="list-style-type: none"> 2. Perform custodial work per standard operating procedures. <ol style="list-style-type: none"> a. Maintain floors, carpets, and stairways by sweeping, vacuuming, shampooing, spot cleaning, scrubbing, mopping, buffing, waxing, refinishing, and other specialty cleaning. b. Wash and remove blemishes from windows, light fixtures, blinds, mirrors, and walls. c. Clean and maintain rooms by dusting, scrubbing, shampooing, spot cleaning, and polishing shelves, furniture, fabric partitions, bathroom fixtures, ceilings and other equipment and/or appliances. d. Collect and remove trash and refuse from wastebaskets, trash boxes, and other refuse/recyclable containers and properly dispose of wastes. e. Arrange furniture and set up equipment as specified. f. Change light bulbs and fluorescent tubes. g. Perform various special and on-going cleaning and maintenance projects including: spraying for insects, trapping rodents, spot cleaning and shampooing fabric partitions and furniture, spot painting, removing graffiti, and dusting ceilings.
10%	<ol style="list-style-type: none"> 3. Perform grounds maintenance work. <ol style="list-style-type: none"> a. Perform raking, mowing, and watering lawns, trimming and planting shrubs and tree. b. Perform snow and ice removal activities. c. Perform trash pick up and sweep parking lots and side walks.
7.5%	<ol style="list-style-type: none"> 4. Assume responsibility for facility security, as required. <ol style="list-style-type: none"> a. Perform building security tasks such as: locking and unlocking doors; activating security alarm systems. b. Performing periodic fire alarm checks. c. Monitor the facility against abuse and unauthorized usage.
7.5%	<ol style="list-style-type: none"> 5. Perform routine maintenance checks and work. <ol style="list-style-type: none"> a. Perform routine checks on the operation of low-pressure boilers and other heating systems, air handlers, air conditioning and water systems, security and fire alarm systems, lighting systems, and other building equipment. b. Perform routine maintenance and report observed maintenance problems. c. Perform incidental building maintenance tasks.

5%	<p>6. Perform other related work.</p> <ul style="list-style-type: none"> a. Maintain an inventory of cleaning and building maintenance supplies, and mix or diluten cleaning solutions as necessary. b. Evaluate new cleaning products and equipment. c. Complete and submit facility inspection forms/checklists noting any deficiencies that need to be remedied. d. Submit daily paperwork documenting work accomplished and identifying any problems encountered. e. Operate a vehicle to deliver and/or pick up materials. f. Perform related work as required.

12. Primary knowledge, skills and abilities required:

Thorough knowledge of the materials, equipment, supplies, and methods commonly employed in a building cleaning operation (to include: a variety of hard and soft floor coverings, wall surfaces, and building equipment). Ability to train and assign tasks to custodial staff. Ability to identify, counsel and/or report performance or behavioral problems. Thorough knowledge of cleaning devices and their care and maintenance requirements. Ability to make minor building maintenance replacements, repairs, and adjustments. 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 written and orally. Ability to maintain adequate attendance.

13. Special tools and equipment required:

Scrubber, burnisher, extractor, water pick-up, steam cleaner, snow blower, lawn mower, pick-up truck with snow plow and lift gate. General power and hand tools.

14. Required licenses and/or registration:

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

15. Physical requirements:

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

16. Supervision received (level and type):

Employees act with a high degree of independence, and work is reviewed, for conformation with work standards, by a supervisor. Work is performed under general supervision.

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.