

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):
Curtis Dahl
Work Phone: 608-209-5393
 2. Class Title (i.e. payroll title):
Custodial Worker 2
 3. Working Title (if any):
None
 4. Name & Class of First-Line Supervisor:
Sally Jo Spaeni, Property Manager/18-7
Work Phone: 608-266-4381
 5. Department, Division & Section:
Housing Operations, CDA, #49
 6. Work Address:
702 Braxton Place
 7. Hours/Week: 40
Start time: 7:00 a.m End time: 3:30 p.m
 8. Date of hire in this position:
 9. From approximately what date has employee performed the work currently assigned:
January 2010
-
10. Position Summary:
Will work on occupied apartments due to work orders generated from residents, office staff, and/or management. Will prepare apartments for new residents. Will maintain the grounds, common areas, and laundry areas of the building.
 11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)
 - 50% A. Work Orders/Repairs reported by tenants, office staff, and/or management
 1. Replace/repair light fixtures/bulbs: Electrical Items
 2. Fix leaks, clogs, and non-functioning apartment components: Plumbing
 3. Fix doors: closet, screen, entry: Carpentry
 4. Fix stove, fridge, elements/components: Appliance Repair
 5. Replace and fix locks
 - 30% B. Prepare Vacant Apartments for new residents

1. Inspect/Repair apartment components
2. Make sure all mechanical, electrical, plumbing components are properly functioning. I.E. fridge, garbage disposal, toilet
3. Replace/repair blinds, rods, faucets, valves, locks etc.
4. Replace Outlets/switches and outlet/switch covers
5. Apply wax to the floors

20% C. Property/Building and Grounds Management

1. Remove bulk trash items from the property/apartment: Prepare trash for removal
2. Mow, fertilize, prune, weed, rake leaves, water and plant of shrubs and operate the care of all grounds equipment
3. Pick up trash/clean around the property/apartments including common areas and/or laundry facilities
4. Maintain the grounds/ interior of buildings
5. Routine inspections: fire alarms/extinguisher
6. Snow Removal

% D.

- 1.
- 2.
- 3.
- 4.
- 5.

% E.

- 1.
- 2.
- 3.
- 4.
- 5.

12. Primary knowledge, skills and abilities required:

Working knowledge of the methods, practices, tools and materials used in general maintenance and repair work. Working knowledge of mechanical repair tools and methods used in apartment maintenance of residential facilities. Knowledge of electrical, plumbing, HVAC, carpentry and appliance repair. Ability to apply general mechanical aptitude.

13. Special tools and equipment required:

Will use drills, screw drivers, chain saws, etc. Should have the equipment needed already. Working knowledge of mechanical repair tools and methods used in apartment maintenance of residential facilities.

14. Required licenses and/or registration:

None

15. Physical requirements:

Ability to perform heavy manual labor and to withstand exposure to variable weather conditions.

16. Supervision received (level and type):

Given work orders, tasks and what apartments to be completed by Triangle housing site manager. Direct orders given by Triangle housing site manager which is a 18-07. Might receive leadership from Maintenance Mechanic I or II.

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:

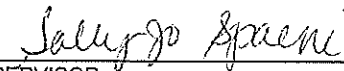
- I prepared this form and believe that it accurately describes my position.
 I have been provided with this description of my assignment by my supervisor.
 Other comments (see attached).


EMPLOYEE

7-13-10
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

7-13-10
DATE

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