



MAYOR'S OFFICE


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Mayor

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MEMORANDUM

TO: Administration & Finance Committee
FROM: Rebecca N. Grill, City Administrator 
RE: Department Request to Fill Vacant Position
DATE: June 30, 2015

Attached is Sally Nusslock's request to fill an upcoming vacant Custodian position at the Health Department.

According to our continuing procedure, these requests are formally referred to the Administration & Finance Committee for consideration through its normal Council/Committee referral process.

If you have any questions concerning this request, please contact me.

RGN:jfw
cc: Mayor
HR Department
Sally Nusslock

ADM\Vacpos\VACPOSREQ CustodHlth 070715



Public Health
Prevent. Promote. Protect.

West Allis Health Department

Memorandum

TO: Rebecca Grill, City Administrative Officer
FROM: Sally Nusslock, Health Commissioner
DATE: June 24, 2015
SUBJECT: Request to Fill Vacancy

I am requesting approval to fill an upcoming vacancy in the position of Custodian III (L-19).

The employee currently in this position will be retiring. Their last day of employment with the City will be August 3rd.

In assessing the needs of the Health Department and the Senior Center I am requesting to fill this position at the Janitor level (L-12). Having an employee in this job classification will allow us to maintain a clean and safe environment at the Health Department and Senior Center and at the same time yield some cost savings.

Please contact me if you have questions or need additional information.

Thank you!



Request to Fill Position

Submit this form, a memorandum and current position description to the City Administrator for review and submittal to the Administration and Finance Committee. To ensure adequate time for review, submit the Friday prior to the Council Agenda Deadline day.

Department/Division: Health Department Position Title: Custodian III

Reason for Request: New Position OR Replacement to Staff - Date of Vacancy: 08 / 03 /2015

Person Replaced: Ray Vidas

Position Status: Full-time Part-time AND Regular Temporary Provisional Special Other

If other than Full-time or Regular, indicate work schedule (hours per week, days to be worked, etc.) and anticipated duration of employment: _____

Funding Source: Operating Grant Other: _____

Anticipated Date for Filling Position: 08/04/2015

Is the position required for fiduciary, legal or compliance requirements? No Yes, describe: _____

Why is it necessary that this position be filled? What operational needs does this position fulfill? General building cleaning and maintenance, opening and closing of buildings, performs required safety tests, event set up and reset, snow removal at the Health Department and the Senior Center.

What will be the impacts on service functions to the public if the position is not filled? Buildings not clean, safety hazard if snow not removed, Will need staff from Public Works to do event prep and clean up.

What will be the impacts on service to city staff if the position is not filled? Other City staff will have to assume additional duties, safety hazards, morale issues

What reorganization possibilities have been considered, such as elimination of the position or combining duties with other existing positions? (If none, provide rationale.) Proposing to fill this at a Janitor level instead of a Custodian III level

How has this vacancy/need been covered so far? Not vacant yet

How many other similar positions exist in this department? None at Health, 0.5 FTE Janitor at the Senior Ctr.

Requestor Information

Please Print: Sally Nusslock Health Commissioner Health
Name Title Department

Signature/Date: Sally Nusslock 6/10/15

Attached: Memorandum Current Position Description

CUSTODIAN III

JOB SUMMARY: This is responsible manual and lead work involving the cleaning and minor maintenance of a city-owned building(s) and surrounding grounds.

NATURE OF THE WORK: A Custodian III is responsible for leading and working with employees engaged in cleaning and maintenance duties for a large municipal building(s) and surrounding grounds. Employees in this classification independently perform duties which require the exercise of judgment in making decisions in accordance with the policies and procedures of the facility to which they are assigned.

DUTIES: Typical duties include: Instructs assigned employees in the methods and use of materials and equipment required for the performance of their work; inspects their work and directs corrective measures to secure satisfactory performance and the meeting of established standards.

Operates oil/gas fired heating plant; monitors and regulates heating, ventilating and air conditioning equipment to maintain proper ventilation, temperatures, and humidity control throughout the building(s).

Inspects building(s) and grounds to note general condition, making minor repairs with the use of hand tools and reporting those conditions which require maintenance, service, or repair to the Department of Public Works; may clean, adjust, and lubricate oil burners, pumps, fans, book-lifts and other similar equipment.

Enforces safety requirements and protects the building(s) and grounds from vandalism. Sets up, dismantles, and moves various types of portable equipment used in the building(s). Sweeps, vacuums, mops, wet-washes, and strips floors; renews floor finishes. Dusts and washes walls, trim, windows, and furniture. Moves furniture, equipment and supplies in and around the building(s). Cleans rest rooms; washes sinks, drinking fountains, water closets, and urinals; replaces disposables such as towels, soap and toilet paper. Cleans lighting fixtures and replaces lamps. Cleans venetian blinds and shades. May work from scaffolds or ladders at times. Collects and disposes of waste paper and refuse. Sweeps and/or shovels snow and debris from stairs and walkways. Performs grounds maintenance duties such as picking up paper and debris and sweeping walkways. Plans, assigns and executes daily work schedules; inspects completed work. Requisitions, stores, and issues custodial supplies. Keeps inventory, time and other records; prepares reports on work activities, accidents, and unusual conditions. Performs other duties as assigned.

Employees are required to work nights, weekends, overtime and at odd hours when emergency conditions require such duty.

CUSTODIAN III

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DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of the methods, materials and equipment used in general building cleaning and minor maintenance work; considerable knowledge of occupational hazards and safe work practices; some knowledge of the operation and minor maintenance of heating and ventilating equipment; ability to perform a variety of building cleaning and maintenance tasks; ability to understand and effectively carry out oral and written instructions; ability to establish and maintain effective public and working relationships; ability to perform manual work requiring average physical strength; ability to plan, assign, and coordinate the work of others.

MINIMUM REQUIREMENTS:

Possess the physical capacity to perform the duties of the position.

One year of experience as a Custodian II or three years of experience as a Custodian I.

Rev. 01/08

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JANITOR

JOB SUMMARY: This is routine manual work involving the cleaning of a city-owned building and surrounding grounds.

NATURE OF THE WORK: Under supervision, a Janitor is responsible for the general cleaning and housekeeping tasks of a public building and its surrounding grounds. Employees in this classification are generally assigned to a specific building but may provide services for other buildings when needed. Detailed instructions are usually given on new assignments; however employees may work with some independence on the more routine aspects of the work. Work assignments may be reviewed or checked upon completion.

DUTIES: Typical duties include: sweeps, vacuums, mops, wet-washes, and strips floors; renews floor finishes; shampoos carpets and runners; dusts and washes walls, trim, windows, and furniture; cleans lighting fixtures and replaces lamps; cleans venetian blinds and shades; sets up, dismantles, and moves various types of portable equipment used in the building; assists in the set up of rooms for meetings, classes, and/or events; moves furniture, equipment, and supplies in and around the building; cleans rest rooms; washes sinks and drinking fountains; follows disinfection and decontamination procedures when dealing with body fluids, including, but not limited to, blood, saliva, vomit, urine, and/or feces; replaces disposables such as towels, soap, and toilet paper; understands basic personal protective equipment (PPE) and its use; may work from ladders or elevated platforms at times; collects and disposes of waste paper and refuse; sweeps and/or shovels snow and debris from walkways and stairs; controls ice buildup on sidewalks, walkways, and driveways; performs grounds maintenance duties such as picking up paper and/or debris, raking, and sweeping walkways; assists in end of day procedures to lock and secure the building; checks fire extinguishers and AEDs monthly; tests fire, security and/or other designated alarms monthly and assists with annual fire drills; maintains prompt, predictable, and regular physical attendance; provides truthful and accurate written and verbal communications; maintains the ability to competently and credibly testify in court; and performs other duties as assigned.

A Janitor must be available to work nights, weekends, and at odd hours when emergency situations require such duty.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES: General knowledge of the methods, materials, and equipment used in general building cleaning and minor maintenance work; some knowledge of occupational hazards and safe work practices; ability to perform a variety of building cleaning and maintenance tasks; ability to operate a snow blower; ability to understand and effectively carry out oral and written instructions; ability to establish and maintain effective working relationships with supervisors, other employees, members/clients, and the public.

MINIMUM REQUIREMENTS:

Eighth grade education.

At least one year of recent paid work experience in general building cleaning work is desirable.

Ability to work nights, weekends, overtime, and at odd hours when emergency conditions require such duty.

Possess the physical capacity to perform the duties of the position, including but not limited to, the ability to perform manual labor of average physical strength, frequent lifting up to 50 lbs., occasional lifting up to 100 lbs. with assistance, frequent pushing and pulling up to 50 lbs., occasional shoveling of heavy snow, the ability to work from ladders or elevated platforms, the ability to continuously stand, walk, bend, kneel, sit, climb, twist, stoop, crawl, squat, lift, stretch and reach overhead, push, pull etc.

Continuous	67 – 100% of workday
Frequent	34 – 66% of workday
Occasionally	1 - 33% of workday
Never	0

Ability to withstand exposure to variable and unfavorable weather and working conditions including, but not limited to, temperature variations and extremes, noise, odors, cleaning products, toxic agents, bodily fluids, infectious agents, common rodents (mice) and insects (such as spiders).

This position description has been prepared to assist in defining job responsibilities, physical demands, and skills needed. It is not intended as a complete list of job duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The City retains and reserves any or all rights to change, modify, amend, add to or delete, from any section of this document as it deems, in its judgment, to be proper.

I understand this position description may be changed, modified, and/or amended at any time throughout the duration of my employment.

CITY OF WEST ALLIS

Revised June, 2015

Approved _____
 Department Head Date

Approved _____
 Employee Date