



City Administrator
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MEMORANDUM

TO: Administration & Finance Committee

FROM: Rebecca Grill, City Administrator 

RE: Department Request to Fill Vacant Position

DATE: August 26, 2015

Attached is Mike Koszalka's request to fill the upcoming vacant position of Municipal Library Janitor at the Public Library.

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.

RG:jfw

cc: Mayor
HR Division
Mike Koszalka

ADM\CORR\VACPOSREQ LibJanitor 090115



PUBLIC LIBRARY
7421 West National Avenue
West Allis, Wisconsin 53214-4699

August 21, 2015

Rebecca Grill
West Allis City Administrator
City Hall
West Allis, Wisconsin 53214

Dear Ms. Grill:

I respectfully request that the Administration and Finance Committee give its approval to fill the full time Municipal Library Janitor position at the Public Library. This budgeted position will become vacant on 9/4/15 when Martin Garcia will transfer to the Health Department.

Attached is the completed form required to begin the replacement process.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink that reads "Michael Koszalka". The signature is written in a cursive style with a large, looping flourish at the end.

Michael Koszalka
Library Director

LV

[Handwritten Signature]
(Revised 6/15)



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: Library Position Title: Municipal Library Janitor

Reason for Request: New Position OR Replacement to Staff - Date of Vacancy: 09 / 04 / 2015

Person Replaced: Martin Garcia

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: ASAP / _____ / 20 _____

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? _____
This position's work schedule is 3-11 Monday-Friday. The janitor cleans and maintains the library, locking the building at the end of the day.

What will be the impacts on service functions to the public if the position is not filled? _____
The library will not be as clean as it normally is. Only the bare minimum of cleaning, if any, will be done at night. Simple maintenance needs will not be completed until the next day.

What will be the impacts on service to city staff if the position is not filled? _____
Staff breakrooms and restrooms won't be cleaned. Simple maintenance needs will need to be put off.

What reorganization possibilities have been considered, such as elimination of the position or combining duties with other existing positions? (If none, provide rationale.) _____
None. Due to the size of the library going without a second shift janitor would be impossible.

How has this vacancy/need been covered so far? _____
Our first shift Custodian III will be working extra hours and accruing overtime. Our one part time custodian will be picking up extra shifts. The Library Director will be closing the library several nights a week.

How many other similar positions exist in this department? 1.0 Custodian III and 2 PT Cleaners (1 of which is vacant)

Requestor Information

Please Print: Michael Koszalka Library Director Library Department

Signature/Date: *[Handwritten Signature]* 8, 21, 2015

Attached: Memorandum Current Position Description

JANITOR (Library)

JOB SUMMARY: This is routine manual work involving the cleaning of a 47,000 sq. ft. public library and surrounding grounds.

NATURE OF THE WORK: Under supervision, a Library Janitor is responsible for the general cleaning and housekeeping tasks of a large public library and its surrounding grounds. Employees in this classification are generally assigned to a specific building but may provide services for other buildings when needed. Work involving more difficult tasks is normally given closer supervision than that which is repetitive in nature. 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; dusts and washes walls, trim, windows, and furniture; sets up, dismantles, and moves various types of portable equipment used in the building; assists in the set up of public meeting rooms; cleans rest rooms; washes sinks, drinking fountains, toilets, and urinals; follows disinfection and decontamination procedures when dealing with body fluids, including, but not limited to, blood, saliva, vomit, urine, and/or feces; understands basic personal protective equipment (PPE) and its use; replaces disposables such as towels, soap and toilet paper; moves furniture, equipment, library materials, and supplies in and around the building; cleans lighting fixtures and replaces lamps; shampoos carpets and runners; cleans venetian blinds and shades; may work from pneumatic lift or ladders at times; collects and disposes of waste paper and refuse; sweeps and/or shovels snow and debris from walkways and stairs; controls ice buildups on sidewalks, walkways, and driveways; performs snow removal utilizing Library equipment such as a pickup truck and snow blower; performs grounds maintenance duties such as picking up paper and debris and sweeping walkways; reports on unusual conditions; performs deliveries of Library materials to City buildings, the homebound and other agencies utilizing Library equipment such as a pickup truck; enforces safety requirements and protects the building and grounds from vandalism; 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 Library Janitor must be available to work nights, weekends, overtime, and at odd hours when emergency situations require such duty.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:

Some 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 understand and effectively carry out oral and written instructions; ability to establish and maintain effective working relationships with supervisors, employees, and the public.

MINIMUM REQUIREMENTS:

Eighth grade education.

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

Possess a valid Wisconsin Driver's License and good driving record per City policy.

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

Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms, sounds, and textures associated with job-related objects, materials and tasks.

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 a pneumatic lift or step ladder, and the ability to continuously stand, walk, bend, kneel, sit, climb, twist, stoop, crawl, squat, lift, stretch and reach overhead, push, pull, etc.

Ability to drive a light truck and maintain continuous high level of mental and physical alertness during snow plowing operations; continuous use of accelerator/brake.

ACTIVITY FREQUENCIES

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), vibrations, electrical current, vehicular traffic and/or dust.

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 August, 2015

Approved

Department Head

Date

Approved

Employee

Date