RESOLUTION OF THE COMMON COUNCIL	
Authorizing and directing the proper city official(s) to commence with the hiring of one full-time and one part-time City Custodian and accept the grade level of 3 from Springsted/Baker Tilly with a wage range of $15.45 - $20.39 per hour. Committee Finance Committee recommends approval 4-0	
File Number: R-000-2020	**Date Introduced:** March 10, 2020

WHEREAS, the Finance Committee received a request from the Human Resources & Risk Management Director to approve the hiring of one full-time and one part-time City Custodian and accept the grade level of 3 from Springsted/Baker Tilly with a wage range of $15.45 - $20.39 per hour, and

WHEREAS, the Finance Committee met on Tuesday, March 10, 2020, to review the hiring of one full-time and one part-time City Custodian at grade level of 3 from Springsted/Baker Tilly with a wage range of $15.45 - $20.39 per hour, and

WHEREAS, the Finance Committee recommends approval (4-0) of the hiring of one full-time and one part-time City Custodian at grade level of 3 from Springsted/Baker Tilly with a wage range of $15.45 - $20.39 per hour, now therefore,

BE IT RESOLVED by the Common Council of the City of Stoughton that the proper city official(s) be hereby authorized and directed to commence with the hiring of one full-time and one part-time City Custodian and accept the grade level of 3 from Springsted/Baker Tilly with a wage range of $15.45 - $20.39 per hour.

Council Action: ☐ **Adopted** ☐ **Failed** **Vote** _____

Mayoral Action: ☐ **Accept** ☐ **Veto**

_____ _____

Timothy Swadley, Mayor **Date**

Council Action: _____ ☐ **Override** **Vote** _____

Stoughton Wisconsin

PLANNING DEPARTMENT

Custodian

SALARY RANGE: $15.45 - $20.39 **PAY GRADE:** 3 **FLSA: N**

REPORTS TO: Planning Director

SUMMARY OF POSITION:

The purpose of this position is to clean and maintain various City buildings such as but not limited to City Hall, Senior Center, Public Safety Building, Opera House Facility, Fire Department, Food Pantry and Public Works Facility

DUTIES AND RESPONSIBILITIES:

Core Duties and Responsibilities - The following duties are the primary duties of this position, but do not compose an exclusive or all-encompassing list of duties. Other duties may be assigned or required to accomplish the main goals of this position.

- Performs janitorial functions. Maintains facility cleanliness by using equipment for floor care, wall finishes, windows, restrooms, and general cleaning.
- Sweeps and mops floors and vacuums carpets in work areas or offices.
- Dusts and polishes furniture in work areas, including chairs and counters.
- Washes toilets, urinals, sinks, and other enamel fixtures in bathrooms.
- Replaces and maintains supplies of paper towels, toilet tissue and soap dispensers.
- Empties wastebaskets and disposes of trash.
- Cleans and maintains the kitchen/break areas for safe preparation of food.
- Deep clean carpet in high traffic areas semi-annually or as needed.
- Dusts or washes tables, counters, shelves, and all horizontal surfaces to hand height (70”) weekly.

Council Approved:

- Dusts or vacuums all horizontal surfaces including sills, ledges, moldings, shelves, picture frames, ducts, radiators, ceilings, etc.
- Washes glass doors and windows.
- Bundles cardboard boxes for recycling and disposes of as needed.
- Changes light bulbs as needed or report need to replace.
- Requisitions or purchases custodial supplies as required.
- Performs basic maintenance on building equipment and furniture; completes small paint jobs.
- Report building issues that need further repair.
- Maintains a good safety attitude, abides by all safety rules, reports unsafe conditions to the supervisor and is responsible for using provided safety equipment.
- Use of cleaning products, supplies and equipment properly and safely according to Safety Data Sheet requirements.
- Performs other duties as assigned.

QUALIFICATIONS:

The ability to perform the Core Duties listed above and:

- High school diploma
- One to two years custodial experience or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Valid Wisconsin motor vehicle operator's license required.

Language Ability and Interpersonal Communication Skills

- Ability to comprehend and interpret a variety of documents including builder's manual, assembly charts, etc.
- Ability to prepare time sheets and other documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, explain procedures, and follow instructions.

- Ability to communicate effectively with City staff, Leadership and others verbally and in writing.
- Ability follow written and verbal instructions unsupervised.
- Ability to work independently to accomplish routine duties and to plan periodical cleaning functions of building maintenance, including but not limited to the ability to climb stairs and ladders.
- Ability to read warning labels and instructions.

Mathematical Ability

- Ability to add, subtract, multiply, divide, and calculate decimals and percent's.

Physical Requirements

- Ability to operate a variety of building and grounds maintenance equipment including custodial supplies and equipment, carpentry tools, etc.
- Ability to frequently maneuver objects weighing up to 50 pounds.
- Ability to routinely walk, kneel, stoop, bend, crouch, climb, and balance.
- Ability to use hands to handle, feel, or operate object, tools, or controls and reach with hands and arms.

Environmental Adaptability

- Ability to work effectively and independently under varying conditions with frequent exposure to unsanitary conditions.

EQUAL OPPORTUNITY EMPLOYER:
The City of Stoughton is an Equal Opportunity Employer. In compliance with applicable state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.

Council Approved: