



PERSONNEL AND NEGOTIATING COMMITTEE AGENDA

August 13, 2024 at 6:05 PM
303 Mansion Street Mauston, WI

1. **Call to Order/Roll Call**
2. **Discussion and action relating to Minutes**
 - a. July 23, 2024
3. **Discussion and recommendation regarding Janitorial and light maintenance job description**
 - a. Janitorial and Light Maintenance Job description.
4. **Adjourn**

NOTICE:

It is possible that action will be taken on any of the items on the agenda and that the agenda may be discussed in any order. It is also possible that a quorum of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.

Also, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact City Deputy Clerk Nicole Lyddy (608) 747-2706.

Any member of the public wishing to join the meeting telephonically should call City Hall by 4pm the day of the meeting. Staff will be happy to provide instructions on joining the meeting by phone. City Hall main number: 608-847-6676



PERSONNEL AND NEGOTIATING COMMITTEE MINUTES

July 23, 2024 at 5:50 PM

303 Mansion Street Mauston, WI

1. **Call to Order/Roll Call-** The Personnel Committee met on Tuesday, July 23, 2024, in the Council Chambers of Mauston City Hall. Chair Rick Noe called the meeting to order at 5:50 pm. Members present were Jim Allaby, Leanna Hagen, and Rick Noe. Also present were Mayor Darryl Teske (5:54 pm), City Administrator Daron Haugh, and Deputy Clerk Nicole Lyddy.

2. **Minutes-** The motion was made by Hagen and seconded by Allaby to approve July 9, 2024 minutes. Motion carried.

3. **Parks Superintendent Job description-** The motion was made by Allaby and seconded by Noe to recommend to the Council to approve the Parks Superintendent job description revision. Motion carried.

4. **Janitorial & Maintenance position-** The motion was made by Allaby and seconded by Hagen to recommend to the council to approve starting the recruiting process for the new Janitorial & Maintenance Job Position and provide the written job description at the next meeting. Motion carried.

5. **Adjourn-** The motion was made by Hagen and seconded by Allaby to adjourn. Motion carried at 6:30 pm.

Chair

Date

Job Descriptions*

POSITION TITLE:	Custodian & Maintenance	Education Levels:
DEPARTMENT:	Administration	Min: HS Diploma
STATUS:	Full-Time, FLSA Non-Exempt, Non-represented	
REPORTS TO:	City Administrator	
COORDINATES WITH:	Public Works Director, Fire Chief, Police Chief, Library Director	

Personnel Committee Recommendation: August 13, 2024

Council Approval: August 13, 2024

WORK HOURS & CONDITIONS:

Workload involves 40 hours a week of custodial and light maintenance duties. Hours and work schedule will be variable with occasional evening and weekend hours possible. A percentage of employee's time is spent outdoors; exposed to wet, cold, humid, or hot weather conditions. Work is active and involves standing, walking, carrying tools and cleaning supplies.

GENERAL RESPONSIBILITY:

Performs a variety of custodial tasks in the care of City Hall, the Public Works Shop and/or Fire Department building and grounds. This is repetitive custodial work. Work is reviewed by observation of the quality of cleanliness and maintenance of designated areas.

PRINCIPAL DUTIES:

Daily Custodial Activities

- Vacuum rugs.
- Clean washrooms and fill soap and paper dispensers.
- Check & change burnt out lights.
- Check & empty trash receptacles.
- Dust mop lobby, stairs, office mats and bathroom floors.

Weekly or as needed Custodial Activities

- Wash front door windows inside and out, including front office glass.
- Water flowers and plants.
- Wet mop lobby and stairs and bath room floors as needed.
- Sweep sidewalks.
- Take down and set up community room for various events, and clean bathrooms.
- Clean office space including: administrative office, police station, public works, fire department, and STP.
- Clean Council Chambers: dusting, vacuuming and washing off furniture.
- Clean Community Rooms and kitchen areas.
- Clean and maintain the Police Squad bay/rooms as needed, or as directed and scheduled.

Seasonal Custodial Activities

- Planting flowers, maintain shrubs, and weed.
- Raking leaves.
- Snow removal and salting around City Hall including the handicap parking area, City Hall sidewalk, the catwalk behind the building. Maintain sidewalk at the Fire Station during elections as needed during inclement weather.
- Wash exterior windows.

Job Descriptions*

Additional Duties

- Setup and arrange preparations for City Meetings and scheduled events, if requested.
- Monitor and inspect rooms after events.
- Supervise annual maintenance contracts. (i.e. carpet cleaning, HVAC, pest, elevator, inspections)
- Order bathroom and cleaning supplies.
- Assist with other activities and duties as assigned, as time is available.
- Light maintenance/repairs to various items; bathrooms, painting and repairing various scuffs/holes in walls, lights, door locks.
- Assist with moving furniture for all municipal buildings, as requested and scheduled.

QUALIFICATIONS:

- Possession and maintenance of valid driver's license.
- High school diploma or equivalent required.

SKILLS & ABILITIES:

- Knowledge of building cleaning materials and maintenance methods, and the use of cleaning supplies and equipment.
- Physical ability to lift (average of 25 pounds routinely and up to 50 pounds occasionally), reach below the knees. and above shoulders, climb stairs and ladders, work and balance at high heights, push/pull, smell, bend/twist at the waist, crouch, kneel, and squat.
- Physical ability to handle and grasp cleaning accessories; to preform repetitive wrist, hand, and arm motion.
- Able to understand and follow oral and written instructions.
- Able to cooperate and work with others in a positive manner and deal courteously, tactfully, and effectively with the public and city staff.
- Able to work independently in the absence of supervision.
- Able to fluently speak, read and write the English language.
- Basic computer skills

MANAGEMENT STATEMENT:

This position description has been prepared to assist in defining work hours and conditions, job responsibilities, and skills needed. It is not intended as a complete list of jobs, duties, responsibilities, and/or essential functions. The omission of specific statements of duties does not exclude them from this position if the work is similar, related or a logical assignment to the position.

This position description does not constitute an employment agreement between the employer and employee. This description is not intended to limit or modify the right of any supervisor or supervising governmental body to assign, direct and control the work of employees under supervision. The City of Mauston retains and reserves any and all rights to change, modify, amend, add or delete, from any section of this document as it deems, in its judgment, to be proper.

By my signature below:

- I acknowledge that I received a copy of this job description
- Any questions and/or concerns have been addressed with me.

Signature

Printed Name

Date

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Page 2 of 3

Job Descriptions*
