

**City of Portage
Public Works
Municipal Custodian**

The City of Portage is accepting applications for the position of Custodian for the Portage Enterprise Center at 1800 Kutzke Road, and the Portage Public Library at 253 W. Edgewater Street. This is a full-time position that performs a variety of building and grounds maintenance and cleaning duties with back up duties to Building and Grounds Maintenance position at the Portage Municipal Building. This position requires an individual with prior experience in the monitoring and maintenance of building HVAC, plumbing, lighting, and other building systems. This position is also responsible for ordering supplies, coordination with maintenance contractors and daily housekeeping responsibilities.

Position requires a High School diploma with additional training and/or experience in the operation and maintenance of HVAC, plumbing and electrical systems or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Must possess a valid Wisconsin Drivers License. Pay range: \$18.11-\$22.64 with a comprehensive benefits package.

Application and complete job description are available at the Portage City Hall or the City of Portage website at <https://www.portagewi.gov/apply-for-a-job/>.

Apply: to Phil Livingston, Director of Public Works, 115 West Pleasant Street, Portage, WI 53901 or email philip.livingston@portagewi.gov. Position will remain open until filled.

City of Portage Job Description

Job Title: Custodian

Department: Public Works

Reports To: Director of Business Development/Planning and Library Director

FLSA Status: Non-Exempt

Pay Grade Classification: **E**

Prepared Date: June 2005; Rev. 2/22/2018 and 7/26/2023

SUMMARY

Keeps buildings in clean and orderly condition and tends furnace, air conditioner, and boiler to provide heat, cool air, and hot water for tenants by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Sweeps, mops, scrubs, and vacuums hallways, stairs and office space. Cleans restroom and break rooms. Monitors, orders, receives supplies, and submits invoices for payment for cleaning, HVAC, and operation and maintenance of the Enterprise Center and Public Library.

Monitors & regulates HVAC systems.

Empties trash, garbage, and recycling containers. Sets containers out for weekly pickup.

Maintains building, performing minor and routine painting, plumbing, electrical wiring, and other related maintenance activities.

Meets with inspectors and technicians as need for routine/emergency inspections and maintenance.

Keeps a regular maintenance record and has working knowledge of HVAC.

Replaces filters on a regular basis.

Notifies management on need for major repairs or additions to lighting, heating, and ventilating equipment.

Attends City Safety Committee Meetings and notifies management of updated regulations and/or policies.

Cleans snow and debris from sidewalk as directed. Monitor safety at building entrances.

Mows lawn, trims shrubbery, and cultivates flowers as directed.

Other duties as required.

Work hours are 7:30 a.m. to 4:00 p.m. Monday – Friday (weather events or mechanical emergencies may require evening/weekend work hours).

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); and six to 12 months related experience and/or training; or equivalent combination of education and experience.

Knowledge of electrical, plumbing, HVAC.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

COMMUNICATION SKILLS

Good communication skills needed, including the ability to communicate clearly and effectively with supervisors, staff, the public and tenants.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; talk or hear; and taste or smell. The employee frequently is required to stand; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and climb or balance. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate.