

BUILDING SERVICE HELPER I

The eligible list resulting from this examination may be used to fill similar positions.

PURPOSE of this position is to keep all buildings of the Milwaukee Public Schools and the surrounding areas clean and neat at all times.

ESSENTIAL FUNCTIONS:

- ❖ Sweeping, mopping and applying floor finish to stairs, corridors and floors of all rooms;
- ❖ Vacuuming and cleaning rugs and carpets;
- ❖ Dusting and washing chalkboards, walls, woodwork, lockers, desks and other furniture, fixtures and surfaces;
- ❖ Cleaning glass in cabinets, windows, doors and mirrors;
- ❖ Cleaning toilet and lavatory facilities and refilling toilet paper, paper and cloth towels, soap dispensers and sanitary napkin dispensers;
- ❖ Checking and locking windows and doors;
- ❖ Collecting waste paper and emptying waste and recycling containers throughout the assigned building;
- ❖ Moving and transferring furniture and other heavy objects;
- ❖ Cleaning and maintaining equipment and tools of the job;
- ❖ Performing other duties as assigned.

A Building Service Helper I normally works from 4 to 8 hours per day, usually during the late afternoon and early evening hours. Additional hours or other work schedules may be assigned during school vacations or when required by school activities or weather conditions. Persons must be available to work up to 8 hours during the day when schools are closed for vacation.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

MINIMUM REQUIREMENTS:

1. At least 18 years of age.
2. Residency in the City of Milwaukee within six months of appointment and throughout employment.

DESIRABLE QUALIFICATIONS:

- High school diploma or equivalent (GED).

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- ❖ Knowledge of basic cleaning materials, techniques, equipment, and tools.
- ❖ Knowledge of best order of cleaning tasks for optimum results and timely completion.
- ❖ Knowledge of safety principles and safe methods of work.
- ❖ Ability to understand and follow written and oral instructions.
- ❖ Ability to work independently under general direction.
- ❖ Ability to lift, transport and/or move objects weighing up to 50 pounds.
- ❖ Ability to read and interpret work-related materials.
- ❖ Skill in using cleaning tools and equipment.
- ❖ Skill in making arithmetic calculations, especially in mixing cleaning solutions.
- ❖ Skill in interpersonal relations

THE CURRENT HOURLY RATE (E9) is: \$11.13-12.97 per hour plus benefits and shift differentials (\$0.60/hr. for 2nd shift; \$0.70/hr. for 3rd shift). When assigned to perform minor maintenance and/or heavy work duties, a task rate of \$0.85/hr. applies.

THE SELECTION PROCESS will be job related and will consist one or more of the following: training and experience evaluation; written, oral or performance test; or assessment methods. The Department of Employee Relations and the hiring department reserves the right to call only the most qualified candidates to oral and performance

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examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after **February 24, 2012**. Receipt of applications may be discontinued at any time after this date without prior notice, however, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified by mail of the date, time and place of the examination

APPLICATIONS and further information may be obtained from www.milwaukee.gov/jobs or in person or via mail from City of Milwaukee Department of Employee Relations, Room 706, City Hall, 200 East Wells Street, Milwaukee WI 53202-3554, by calling 414-286-3751.

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