



CITY OF MARSHFIELD

MEETING NOTICE

*****SPECIAL MEETING*****

**MEETING AGENDA
FINANCE, BUDGET AND PERSONNEL COMMITTEE
TUESDAY, AUGUST 23, 2011
Common Council Chamber, Lower Level, City Hall Plaza**

6:30 p.m.

1. Call to Order – Chairperson John Spiros
2. Citizen Comments
3. Request to authorize the Human Resources Manager to begin the process to fill the position of Custodian in the Building Services Division. Presented by Dick Pokorny, Building Services Superintendent.

Recommended Action: Approve filling the Custodian position in the Building Services Division.

4. Adjourn.

Posted this 19th day of August, 2011 at 4:00 p.m. by City Clerk Hall.

NOTICE

It is possible that members of and possibly 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.

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 Deb M. Hall, City Clerk, at 630 South Central Avenue or by calling (715) 384-3636.



City of Marshfield Memorandum

TO: Lara Baehr, Human Resources
FROM: Dick Pokorny, Building Services Supervisor
DATE: August 11, 2011

RE: Replacement of City Hall Custodian

BACKGROUND

Mike Gillette has submitted his retirement notice effective October 21, 2011 with that being his last day of work. He has been employed with the City since January 3, 1977 and at first worked with the Street Department. He later became one of a number of custodians that the city had. The number of custodians has gone down as the city has hired private cleaning services. Currently though, City Hall Plaza and the Police Department each maintain a full time custodian. The custodial position as it presently exists at City Hall Plaza has been retained to perform various other non-cleaning tasks needed to keep the facility functioning and allowing its occupants full use.

ANALYSIS

The City Hall Plaza building has approximately 77,000 sq.ft. of space. It has various heating, plumbing, electrical and HVAC systems, which must be maintained and serviced. Most of the general maintenance such as changing filters, lubricating motors, replacement of broken fixtures or outlets, and overall adjustments are performed by the custodian. Heavy maintenance is generally contracted out on an as needed basis. We presently have several service contracts for maintenance of elevators, pneumatics, electrical controls, and boilers. These are systems that must be maintained by qualified technicians and are beyond our capabilities. The custodial takes care of general maintenance of all the tenant spaces. The custodian also performs limited cleaning/maintenance duties at the Police Department when their custodian is absent. The two positions cover both facilities when one person is absent for various reasons. I have attached a copy of the job description and job analysis of physical environmental demands for informational purposes. The job description appears to accurately reflect present job duties and lists the essential functions and tasks. It is an extensive list of items that are expected to be handled by this position. As the building ages, there will be even more need for various repairs particularly in wall and ceiling repairs - especially painting and patching.

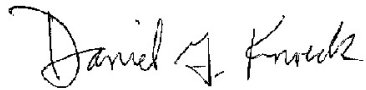
In the past 25 years we have eliminated two custodial and one housekeeping position. These duties are the ones that have been contracted out to private cleaning services. The custodial positions were at the City Garage and Oak Avenue Community Center, the housekeeping position was at City Hall Plaza. With only two custodial positions remaining at City Hall Plaza and the Police Department we can no longer consolidate or eliminate either of these positions. The amount and scope of work at both facilities requires two separate positions. It would be impossible for one custodian to cover the two facilities. I have discussed this issue with the Police Chief and he agrees with my assessment. Attached is associated position information.

RECOMMENDATION

I recommend that the custodian position at City Hall Plaza be filled upon retirement of the existing custodian.


dp

Concurrence:

A handwritten signature in black ink, appearing to read "Daniel G. Knoeck". The signature is written in a cursive style with a large initial 'D'.

Daniel G. Knoeck
Director of Public Works

Concurrence:

A handwritten signature in black ink, appearing to read "Steve Barg". The signature is written in a cursive style with a large initial 'S'.

Steve Barg
City Administrator

Enclosures

CITY OF MARSHFIELD

Job Description

JOB TITLE: Custodian (Maintenance)

DEPARTMENT: Public Works; Building Services Division

POSITION CONTROL NUMBER: 12-02-06

TITLE OF IMMEDIATE SUPERVISOR: Building Services Supervisor

JOB SUMMARY:

The Custodian maintains and repairs City buildings and grounds; Orders supplies for City departments; Provides assistance to tenants and departments when various problems arise.

ESSENTIAL FUNCTIONS:

Task No.	Description	Frequency
1.	Maintains heating, cooling, and air handling systems; Tests and adds chemicals; Lubricates air handling blowers and motors; Changes belts and filters as needed; Cleans and maintains boiler and air handling rooms and occasionally other non-occupied areas in the building.	25%
2.	Performs snow removal functions such as: snow shoveling, snow blowing, ice scraping, sanding and salting around entire building; Performs lawn care functions such as: mowing, weeding and trimming; Maintains Strohmman Park; Removes trash from exterior receptacles and general garbage and trash removal around City Hall Plaza.	23%
3.	Changes interior and exterior light bulbs; Changes ballasts in lights; Changes defective fixtures or other general electrical appliances; Performs miscellaneous electrical work such as testing and replacement of defective circuit breakers, fuses, receptacles, and switches; Changes settings on time clocks and other operational inputs to boilers, and air handlers.	15%
4.	Performs general maintenance functions on plumbing piping, fixtures and faucets. Replaces defective plumbing fixtures.	5%
5.	Orders all paper products and cleaning supplies for Fire Department, Senior Center and City Hall Plaza; Delivers supplies to Senior Center as needed.	5%

6.	Unlocks City Hall Plaza; Turns on lights; Delivers and picks up mail at the post office; Checks building's components for proper operation on weekends as needed in winter months and during sever storm events. Responds to emergency needs for fire alarm, security, and HVAC systems during off hours.	5%
7.	Responds to special requests such as moving furniture, hanging pictures, maintaining door knobs and hinges, and other building repairs to walls, floors and ceilings as needed. Completes painting of various offices and public spaces as needed. Washes interior portions of windows and walls on a periodic and as needed basis. Tracks and logs time spent on all activities.	20%
8.	Supervises seasonal employees, if any.	2%
9.	Performs other related duties as assigned.	

QUALIFICATIONS:

High school diploma or equivalent, with computer skills somewhat above a basic level, and have the ability to work with minimal direct supervision. Five years general custodial/maintenance experience with an emphasis on installations and maintenance in large buildings and their respective HVAC, fire alarm, electrical, plumbing and other systems. Maintenance skills needed for adjustment, repair, or replacement of: Broken and defective light fixtures, bulbs, ballasts, electrical equipment, switches, and outlets; HVAC components including VAV boxes, blowers and motors; Plumbing piping, valves, and fixtures; Patching and painting; Roof, windows, doors, or exterior building surfaces. Grounds keeping experience with the ability to properly handle and use snow blowers and lawn mowers.

Ideal candidate will also have great people skills for interaction with tenants, city staff, and the general public; and have experience with building management and control software use, such as Insight by Siemens or Metasys by Johnson Controls.

Revised 8/2011

CITY OF MARSHFIELD
Position Cost Estimate

	2011 Current Custodian	2011 Hourly Wage
2011 Estimated Annual Base Wage (2080 hrs):	\$ 42,556.80	\$ 20.46
Longevity	660.00	0.32
FICA - 7.65%:	3,497.84	1.68
Retirement (Employer) - 5.8%:	2,506.57	1.21
Workers Compensation - 2.94%:	1,270.57	0.61
Health Insurance (Family):	-	-
Life Insurance:	15.84	0.01
Post Employment Health Plan:	140.00	0.07
2011 Estimated Annual Wage & Benefit:	\$ 50,647.63	\$ 24.35

	2011 Start to 90 Days Custodian	2011 Hourly Wage
2011 Estimated Annual Base Wage (2080 hrs):	\$ 34,049.60	\$ 16.37
Longevity	-	-
FICA - 7.65%:	2,755.87	1.32
Retirement (Employer) - 5.8%:	1,974.88	0.95
Workers Compensation - 2.94%:	1,001.06	0.48
Health Insurance (Family):	19,195.20	9.23
Life Insurance:	15.84	0.01
Post Employment Health Plan:	140.00	0.07
2011 Estimated Annual Wage & Benefit:	\$ 59,132.45	\$ 28.43

	2011 90 Days to 6 months Custodian	2011 Hourly Wage
2011 Estimated Annual Base Wage (2080 hrs):	\$ 38,292.80	\$ 18.41
Longevity	-	-
FICA - 7.65%:	3,099.30	1.49
Retirement (Employer) - 5.8%:	2,220.98	1.07
Workers Compensation - 2.94%:	1,125.81	0.54
Health Insurance (Family):	19,195.20	9.23
Life Insurance:	15.84	0.01
Post Employment Health Plan:	140.00	0.07
2011 Estimated Annual Wage & Benefit:	\$ 64,089.94	\$ 30.81

	2012 90 Days - 6 months Custodian	2012 Hourly Wage
2012 Estimated Annual Base Wage (2080 hrs):	\$ 38,292.80	\$ 18.41
Longevity	-	-
FICA - 7.65%:	3,102.23	1.49
Retirement (Employer) - 5.9%:	2,259.28	1.09
Workers Compensation - 2.80%:	1,072.20	0.52
Health Insurance (Family):	18,936.36	9.10
Life Insurance:	15.84	0.01
Post Employment Health Plan:	140.00	0.07
2012 Estimated Annual Wage & Benefit:	\$ 63,818.71	\$ 30.68

	2012 6 months Custodian	2012 Hourly Wage
	\$ 42,556.80	\$ 20.46
	-	-
	3,447.68	1.66
	2,510.85	1.21
	1,191.59	0.57
	18,936.36	9.10
	15.84	0.01
	140.00	0.07
	\$ 68,799.12	\$ 33.08