



## HUMAN RESOURCES DEPARTMENT

City of Burlington

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To: Board of Finance

From: Susan Leonard, Human Resources Director  
Stephanie Reid, Interim Human Resources Generalist

Date: July 29, 2013

Re: Department of Parks and Recreations – Creation of 1 Regular Full Time Custodian I position

As detailed in the attached memo and job description and as a part of the FY14 budget process, the Director of Parks and Recreation has requested the creation of a Custodian I position necessary to clean and maintain Burlington facilities. This position will be primarily located at the Miller Recreation Center.

The position reports to the General Foreman Parks Buildings Maintenance at the Department of Parks and Recreation, as shown on the attached proposed organization chart, and was classified and scored using the Willis Classification System. The resulting classification is a union non-exempt grade 8 with a corresponding salary range \$29,803.28 to \$35,361.01. Creation of this position will be budget neutral including fringe costs. The resources that were to be used for custodial contractual will need to be moved to create an additional Custodian Grade 8 in our Parks Buildings Maintenance budget.

We respectfully recommend your approval of the Director of Parks and Recreation request to create a Regular Full Time Custodian I Position.

This position will become effective following City Council approval and signature of the Mayor of the Resolution.

Thank you.



City of Burlington  
Department of Parks & Recreation  
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(802) 864-0123  
[www.enjoyburlington.com](http://www.enjoyburlington.com)

## MEMO

**Date:** July 30, 2013  
**To:** Board of Finance, Bob Rusten CAO  
**From:** Jesse Bridges, Director of Parks and Recreation  
**RE:** Creation of New Position – Custodian Grade 8

The staff necessary to clean and maintain our facilities has been cut year after year and the demands on the department staff have grown exponentially yet the budget dollars have had to be trimmed. We need to focus on improving facility and custodial services while budgeting for utilities and energy efficiency. Additionally we need resources to expand seasonal services in Parks and Recreation with better coverage of facilities, increased parks and facilities maintenance staffing and continued investment in our community focused recreation program.

To do this in the FY14 budget we proposed to move the Police Headquarters, a unique 24/7 facility, to a contractual contract for custodial services. Due to personnel and union concerns we have to change that plan. The resources that we were going to use for custodial contractual now need to be moved to create an additional Custodian Grade 8 in our Parks Buildings Maintenance budget. This is a completely budget neutral transaction including fringe costs. The new custodian will be primarily located at the Miller Recreation center a facility that is open twelve hours a day, seven days a week but only currently has 20 hours of temp help for custodial services. The position will be part of the custodial division reporting directly to Todd Greenough with working supervision provided by our Facilities Coordinator position as recreated in the FY14 budget by promoting Sangay Dhondup.

<u>Account Number</u>	<u>Account Name</u>	<u>Increase Expense</u> <u>(Decrease Revenue)</u>	<u>Increase Revenue</u> <u>(Decrease Expense)</u>
101-23-103-260.6610	Custodial Contracts		(\$45,000)
101-23-100-236.5000_100	Salaries and Wages, Regular	\$26,500	
101-23-100-236.5400	Employee Benefits	\$13,500	
101-23-103-259.5000_115	Salaries and Wages, Temp	\$5,000	

I request that the position creation be approved and the transfer be completed as directed.

## City of Burlington Job Description

**Position Title:** Custodian I – ~~Facilities~~ Miller Center

**Department:** Parks and Recreation

**Reports to:** General Foreman

**Pay Grade:** 8

**Job Code:** 438

**Exempt/Non-Exempt:** Non-exempt

**Union:** AFSCME

### General Purpose:

This position provides general and recurring indoor and outdoor custodial work, at times using mechanical equipment. Also performs routine maintenance, building security, and event set-up/take-down duties primarily for the ~~Fire House Gallery, Memorial Auditorium, and City Hall~~ and ~~other municipal buildings~~ Miller Recreation Center. This position will also service other City facilities under the direction of the Facilities Coordinator and Buildings Maintenance Foreman.

**Essential Job Functions:** (This section outlines the fundamental job functions that must be performed in this position. The “Qualifications/Basic Job Requirements” and the “Physical and Mental/Reasoning Requirements and Work Environment” state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.

- Assure building security by vacating building occupants, securing windows and doors, and reporting unusual events to supervisor.
- Sweep, vacuum and mop floors throughout all buildings.
- Set up furniture for meetings and events as directed at the ~~Fire House Gallery, Memorial Auditorium, City Hall~~ Miller Recreation Center and other facilities as directed.
- Operate mechanical and manual equipment to strip, wash, wax and buff floors.
- Wash windows, walls, fixtures, doors, and woodwork. Polish the furniture, mirrors and chrome hardware.
- Empty and clean trash containers; prepare trash for removal from property by outside garbage contractors.
- Clean and sanitize kitchen and bathroom sinks and toilets.
- Clean and unplug drains.
- Clean and replenish supplies of all dispensers in rest rooms.
- Sweep, clean and remove trash from outdoor walkways, driveways and facility grounds.
- Remove snow and ice from walkways using manual and mechanical equipment.
- Interact favorably with the general public at all times.
- Performs other duties as required.

**Non-Essential Job Functions:**

- Wash, prepare for painting and paint walls and woodwork.

**Qualifications/Basic Job Requirements:**

- High school Diploma or equivalent and one (1) year previous experience in custodial or janitorial field working without close supervision required.
- Must be able to follow written and verbal instructions.
- One year S/he must have proven ability to be entrusted with keys to City buildings, officers, facilities, and tools and equipment.
- Possess and maintain valid Vermont State Driver's License.
- Ability to work in various weather conditions required.
- Ability to work with chemicals and solvents associated with cleaning and maintenance required.
- Experience operating mechanical and manual equipment to strip, wash, wax and buff floors required.
- Ability to operate hand tools, power tools and various equipment required.
- Must be able to work weekend, night and holidays.

**Physical & Mental/Reasoning Requirements; Work Environment:**

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

☒ seeing  
☐ color perception  
(red, green, amber)

☒ ability to move distances  
within and between  
warehouses/offices

☒ lifting (specify)  
50 pounds  
☒ carrying (specify)  
50 pounds

☒ hearing/listening  
☐ clear speech

☒ climbing  
☐ ability to mount and  
dismount forklift/truck

☒ driving (local/over  
the road)

☒ touching  
☒ dexterity  
☒ hand  
☒ finger

☒ pushing/pulling

☒ reading - basic  
☐ reading - complex  
☒ writing - basic  
☐ writing - complex

☒ math skills - basic  
☐ math skills - complex  
☐ clerical

☒ analysis/comprehension  
☒ judgment/decision  
making

<input type="checkbox"/> shift work	<input checked="" type="checkbox"/> outside	<input type="checkbox"/> pressurized equipment
<input checked="" type="checkbox"/> works alone	<input checked="" type="checkbox"/> extreme heat	<input checked="" type="checkbox"/> moving objects
<input checked="" type="checkbox"/> works with others	<input checked="" type="checkbox"/> extreme cold	<input checked="" type="checkbox"/> high places
<input checked="" type="checkbox"/> verbal contact w/others	<input type="checkbox"/> noise	<input checked="" type="checkbox"/> fumes/odors
<input checked="" type="checkbox"/> face-to-face contact	<input checked="" type="checkbox"/> mechanical equipment	<input checked="" type="checkbox"/> hazardous materials
<input checked="" type="checkbox"/> inside	<input checked="" type="checkbox"/> electrical equipment	<input checked="" type="checkbox"/> dirt/dust

**Supervision:**

Directly Supervises: 0

Indirectly Supervises: 0

**Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

**Approvals:**

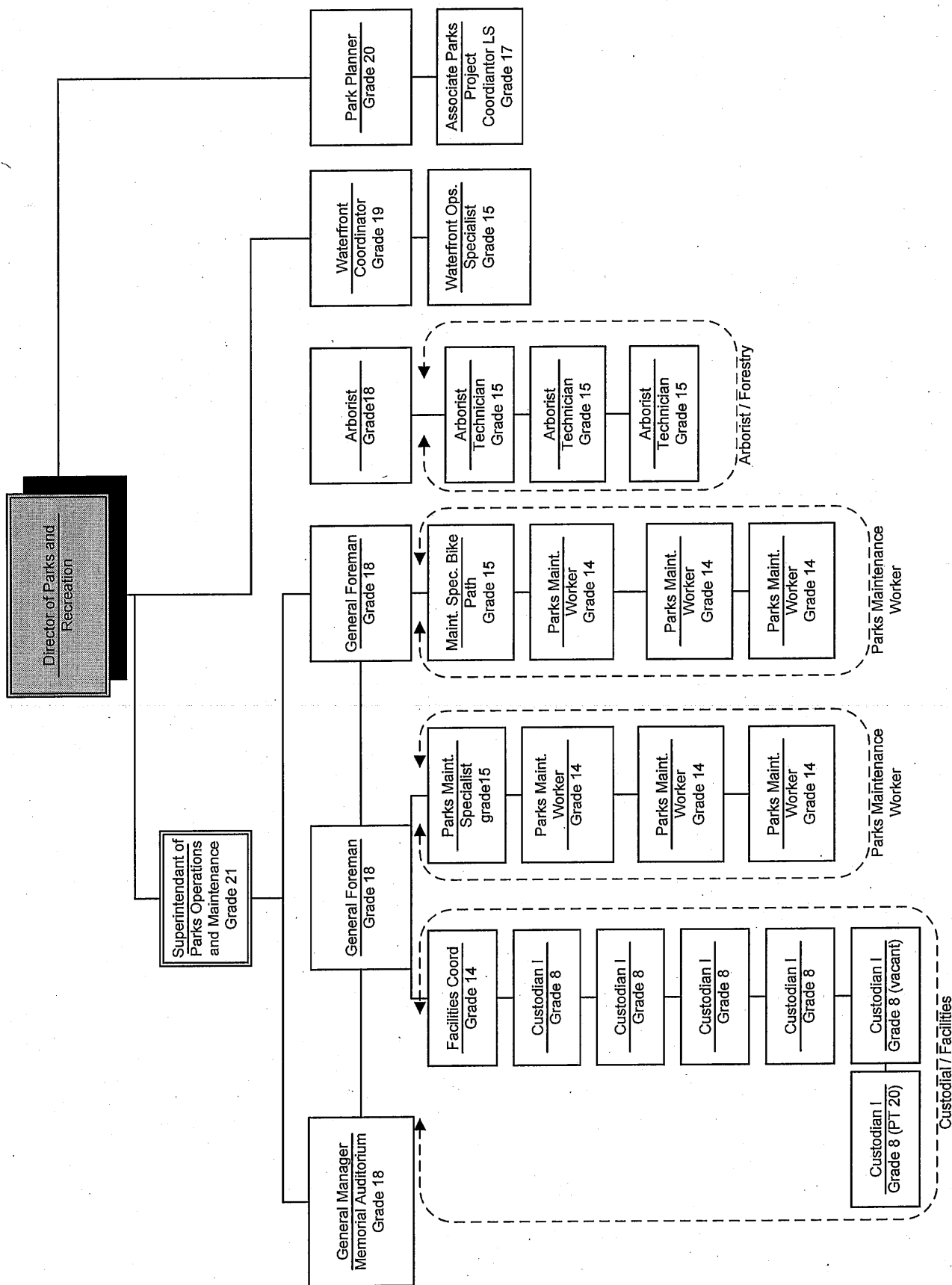
Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_

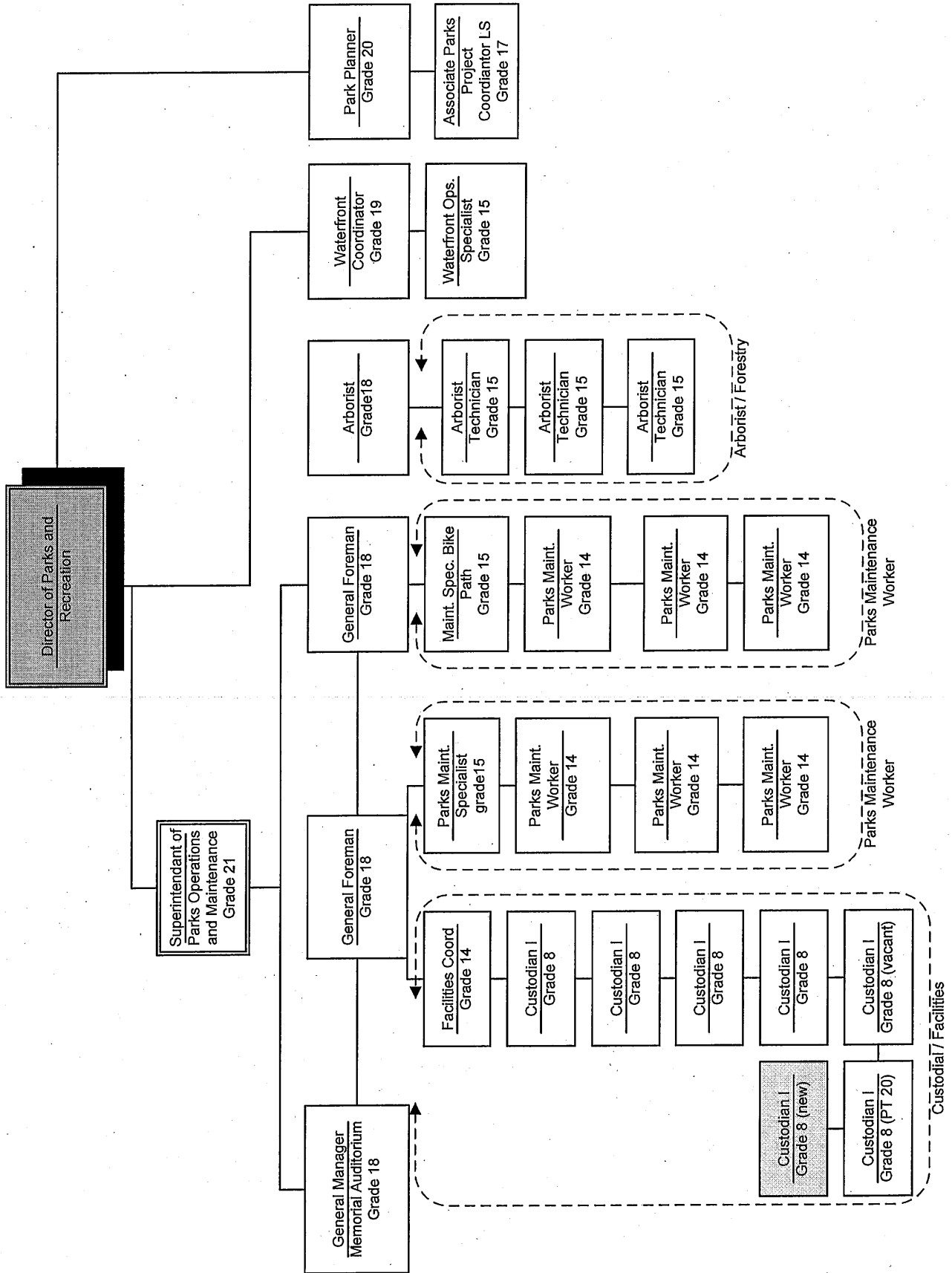
This position description is provided to AFSCME for information only. The City has no obligation to negotiate with AFSCME regarding changes in position descriptions. The City's provision of revised position descriptions is in no way an admission of any obligation to negotiate or voluntary commitment to negotiate changes in position descriptions.

August 9, 2007(revised 08/17/07)  
(Revised July 2013)

# Parks and Recreation – Parks Division



# Parks and Recreation – Parks Division



CREATION OF REGULAR FULL TIME CUSTODIAN I – BURLINGTON PARKS AND RECREATION DEPARTMENT

In the year Two Thousand thirteen.....

Resolved by the City Council of the City of Burlington, as follows:

That WHEREAS, the Director of the Burlington Parks and Recreation Department has recommended creation of an additional Custodian I Position; and

WHEREAS, these services are needed at the Miller Recreation Center and are currently being provided by temporary staff; and

WHEREAS, the Human Resources Director used the Willis Classification System to determine a recommended pay scale for this position; and

WHEREAS, this request has been approved by the Human Resources Director, and on August 5, 2013, the Board of Finance has recommended approval; and

WHEREAS, this position will be funded through the general fund revenues and represents a budget change request that is expenditure neutral; and

NOW THEREFORE, BE IT RESOLVED that the creation of a classified, regular, full-time position of Custodian I for the Burlington Parks and Recreation Department is approved and shall be placed at a Union Salary Grade 8 within the Fiscal Year 2014 AFSCME Salary Table.

The position shall be created following City Council approval and signature of the Mayor.