



Facilities and Public Works Maintenance Worker – Part Time City of Ripon Position Description

POSITION SUMMARY

This part-time, non-exempt position performs a combination of janitorial, facility maintenance, and public works duties to ensure the cleanliness, safety, and proper operation of City buildings, and parks. Work includes custodial care, groundskeeping, minor repairs, snow removal, and support for other municipal services. The employee operates light equipment, assists seasonal staff, and responds to service needs during scheduled hours. This position reports to the Public Works Director.

EXAMPLES OF WORK

- **Facility and Custodial Maintenance:**
 - Clean and maintain restrooms, offices, storage areas, and shared spaces in City buildings, with a primary focus on City Administrative Offices, Police Department, EMS Department, and Senior Activity Center.
 - Sweep, mop, and wax floors; dust furniture and wash windows and walls.
 - Restock supplies and perform minor repairs such as replacing light bulbs and unclogging drains.
 - Operate cleaning tools and equipment (e.g., vacuums, buffers).
 - Monitors inventory janitorial supplies for ordering.
- **Grounds and Park Maintenance:**
 - Perform mowing, trimming, and seasonal upkeep of lawns and landscapes at City Hall, Senior Center, and public parks.
 - Clean and maintain park restrooms, picnic shelters, and general park areas.
 - Paint and perform minor construction or improvement projects at City facilities.
 - Collect refuse, rubbish, and recycling materials in parks and public areas.
 - Assist and mentor seasonal workers as needed.
- Other duties may be assigned to meet the City's needs.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to effectively organize and schedule assigned duties and tasks.
- Ability to follow verbal and written instructions accurately.
- Knowledge of cleaning methods, materials, and safety procedures.

- Skill in operating janitorial equipment and light machinery for grounds and maintenance work.
- Ability to perform heavy physical labor and lift objects up to 50 pounds.
- Mechanical aptitude and basic troubleshooting ability.
- Basic computer skills and the ability to complete written reports and forms.
- Basic math skills, including addition, subtraction, algebra, geometry, and measuring tools (e.g., tape measure).
- Ability to read, write, and communicate effectively in oral and written formats.
- Ability to work independently or as part of a team, and to respond to the public courteously.

QUALIFICATIONS

- Experience in janitorial, facility maintenance, landscaping, or public works preferred.
- High school diploma or equivalent desired.
- Valid State of Wisconsin driver's license may be required.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

- Duties involve frequent lifting, bending, climbing, and working outdoors.
- Physical activity makes up over 70% of the job.
- Exposure to noise, dust, fumes, inclement weather, and potentially hazardous conditions.
- Must adhere to safety practices and use personal protective equipment.
- Work may require extended hours, overtime, and emergency response availability.

WAGE CLASSIFICATION

- PW7: \$17.50–\$21.00/hour based on qualifications.