

CITY OF RICHLAND CENTER - AGENDA ITEM DATA SHEET

Agenda Item: Part-Time Public Works Crew Position – Facilities Custodian

Requested & Presented by: Ashley Oliphant, City Administrator

Meeting Date: Personnel Committee on 03-16-2026

Committee Review:

Background: The Public Works Department’s Buildings & Grounds Division maintains City buildings, parks, and public facilities. Currently, full-time crew members spend significant time on routine janitorial and custodial tasks, limiting their availability for higher-priority work such as mowing, forestry, brush collection, facility repairs, and parks maintenance.

A part-time custodial position (16–20 hours per week) has been identified as a cost-effective solution to improve operational efficiency and service delivery. Additional duties include pavilion cleaning for rentals, participation in the rotating weekend garbage collection schedule, and limited mowing support as needed.

Assigning these routine tasks to a part-time position will improve operational efficiency and allow full-time crew members to focus on core Public Works operations such as grounds maintenance, tree trimming, brush collection, etc.

Department Recommendation: Recommend approval of the Part-Time Buildings & Grounds Crew position within the Public Works Department.

Financial Impact: ~\$15,000 – \$19,000; Budgeted Line Item

Requested Action:

PERSONNEL: Motion to approve the Part-Time Public Works Buildings & Grounds Crew position.

Attachment(s):

- Public Works Facilities Custodian Job Description March 2026