

POSITION QUESTIONNAIRE

1. IDENTIFICATION

Name (or specify if vacant):	Tod Lofd
If multiple employees, list one incumbent name above and all other incumbents to the right:	
Official Job Title:	Maintenance Custodian (Library)
Working Title (if different):	
Department:	Library
Division within the Department:	
Supervisor's Name:	Peg Checkai — Jamie Hernandez
Supervisor's Title:	Library Director — Interim Library Director
Date Prepared:	5/20/20



Position Description Questionnaire (PDQ) **City of Watertown, WI** **February 2025**

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READ BEFORE YOU CONTINUE - EMPLOYEE

Because you know your duties and responsibilities better than anyone else, we need your help to get an accurate description of your job. We are asking you to complete this Questionnaire that asks for information about your job duties. The Questionnaire is **not** about *your job performance*; only what your job requires you to do.

Please complete this questionnaire as honestly, completely and accurately as you can. Base your answers on what is normal for your current job, not special projects or temporary assignment duties, unless these tasks are a regular part of your job.

This Questionnaire needs to cover many job, titles and different departments; therefore, sometimes the questions do not seem to be specific to your job. Please think broadly about the types of knowledge, skills and abilities necessary for your job and how they might apply to the questions. If two (2) answers seem to fit your situation, select the ONE that BEST FITS your position. There is an area at the end of the questionnaire for comments if you need to explain further. When answering the questions, imagine you are describing what you do to someone not familiar with your position.

Your supervisor will also be asked to review your responses, but they will not be allowed to change your answers. Your supervisor may or may not discuss their recommendation with you. We appreciate your active participation in this important process. If you have questions, please feel free to ask your supervisor or designee.



READ BEFORE YOU CONTINUE - SUPERVISORS

It is important that a management-level position with supervision or oversight of this position review this questionnaire, since you may have a different perspective on the job described. Do not change the incumbent's description of the job in the questionnaire itself. Please remember this questionnaire is intended solely for the purpose of describing the job accurately. Complete any comments at the end of each section. You may add more information/commentary on the Supervisor page at the end of the document. The information provided is not to be used for purposes of evaluating this individual's performance.

2. GENERAL SUMMARY

a. Please list the title(s) of up to five (5) internal positions (either in your department or in another department) that may have similar duties or a similar level of complexity as your position, if applicable. If none, leave blank.

1. Maintenance Custodian (City Hall)
- 2.
- 3.
- 4.
- 5.

b. In three or four sentences, briefly describe what you consider to be the major purpose or objectives of your job. **Simply stated, what is the purpose of your position within the department or organization?** The description should be stated in terms of general function and overall responsibility, rather than activities or tasks. Please do not duplicate essential functions. *Maintain a clean environment for the patrons and staff at the library. This is essential to the health, safety and wellbeing of everyone in the library building. Presents the library and its resources in a positive manner. Maintain all HVAC units for*

3. PRIMARY DUTIES AND RESPONSIBILITIES

This section should expound upon the general summary. Write position duties so they are clearly understandable by anyone who reads the description. The duties should be succinct but explained as needed. Write your responses as if the person reading the document is unfamiliar with your position. *patron & staff comfort*

Tips: Do not list unnecessary details, only the important facts regarding the position. Avoid ambiguous terms and jargon someone not in the field may not understand. Avoid stating a list of performance expectations. Be accurate in describing the duties. Don't overstate or understate.

Complete the Frequency of the task. Use the drop-down box to indicate if the task is performed D-Daily, W-Weekly, M-Monthly, or A-Annually.

PRIMARY DUTIES AND RESPONSIBILITIES	FREQUENCY- D=Daily; W=weekly; M=monthly; Q=Quarterly A=Annually
1. Cleans all areas of the library (sweeps, mops, dusts, etc), including picking up garbage.	D
2. Knowledge of computers and learning software to oversee operations of mechanical systems of library (HVAC system).	D
3. Supervises PT custodian	D
4. maintains exterior of facility (cleaning up garbage, maintaining flower beds, mowing, snow removal, watering, landscaping, etc.)	D
5. Follows disinfection & decontamination procedures when dealing w/ bodily fluids & other biohazards	D
6. organizes janitorial & general storage areas.	D
7. Tracks janitorial and other supplies and orders replacements when needed through designated maintenance budget.	D

3. Supervisor Comments (if any)

Supplemental page attached.

4. EDUCATIONAL / PROFESSIONAL REQUIREMENTS

Indicate the minimum level of formal education that is *required to be hired for the position, not your personal educational achievements*. List if the education is "Required" for the job, or "Preferred". **Mark no more than (2) boxes.** In addition, list required certifications, licenses, and/or certificates. If not listed, will not receive credit.

	Mark One	Level of Education/Certification/Licensing Requirements
4a.	Required ☒ Preferred ☐	High School Diploma/GED Certification(s)/Certificate/License Required:
4b.	Required ☐ Preferred ☐	Technical certification programs of a duration of less than 2 years. Must list program: Certification(s)/Certificate/License Required:
4c.	Required ☐ Preferred ☐	Skilled Trades and Technical training (HVAC, Zookeeper, Electric Lineman, Trades: advanced carpentry, plumbing, welder/fabricator). Must list field of study: Certification(s)/Certificate/License Required:
4d.	Required ☐ Preferred ☐	Associates degree (or 60 college credits equivalent). Must list type of education/degree and field of study: Certification(s)/License Required:
4e.	Required ☐ Preferred ☐	Bachelor's degree (BA/BS). Must list type of education/degree and field of study: Certification(s)/License Required:
4f.	Required ☐ Preferred ☐	Graduate Master's degree (MA/MS). Must list type of education/degree and field of study: Certification(s)/License Required:
4g.	Required ☐ Preferred ☐	Post-Graduate degree - PhD level or equivalent (Attorney, Medical Doctor, Medical Director, Psychiatrist, APRN, PA, Veterinarian). Must list type of education/degree and field of study: Certification(s)/License Required:

4. Supervisor Comments (if any)

Valid Wisconsin driver license Required.

5. EXPERIENCE REQUIREMENTS

Indicate the minimum level of experience that is *required to be hired for the position, not your personal experience*. Mark only one (1) box.

	Mark One	Experience Requirements
5a.	☐	Less than 1 year of experience.
5b.	☒	1-3 years of related experience with no supervisory experience required.
5c.	☐	1-3 years of related experience with less than 2 years of experience as a lead worker or foreperson.
5d.	☐	4-6 years of related experience with no supervisory experience required.
5e.	☐	4-6 years of related experience with 1-4 years of direct supervisory experience (training and coaching, responsible for preparing evaluations, assigning work, responsible for work of employees you supervise).
5f.	☐	More than 7 years of related experience with no supervisory experience required.
5g.	☐	More than 7 years of related experience with 5 or more years of supervisory experience.

5ha. Is a secondary language **preferred**? ☐ Yes ☒ No. If yes, specify language required and responsibility/duty that requires use of this language.

5hb. Is a secondary language **required**? ☐ Yes ☒ No. If yes, specify language required and responsibility/duty that requires use of this language.

6. **Supervisor Comments (if any)** The position requires: 1-3 yrs. of related experience with supervisory experience required. [This is not an option] We are small and do not require lead workers or foreperson - To d is PT-supervising a PT Custodial person

6. PROCEDURES/GUIDELINES AVAILABLE

Identify the rules, instructions, procedures or practices you utilize to make decisions and complete your related responsibilities. **Check all that apply.**

6a.	☒	Written Procedures	6e.	☐	Decision Matrix/Decision Tree	6i.	☒	Technical Manuals or Schematics
6b.	☒	Policies	6f.	☐	Mandated Criteria or Professional Standards	6j.	☒	Local Ordinances
6c.	☐	Fillable Templates/Forms	6g.	☒	Reference Manuals	6k.	☐	State/Federal Laws & Regulations
6d.	☒	Database/Formatted Software	6h.	☒	Blueprints			
6l.	☐	Other. Please specify:						

6a. Please list up to five (5) ways in which you utilize these documents:

1. Database / Formatted software - controlling heating & cooling of facility.
2. Technical manuals - manuals for equipment including scissor lift, snow blower, weed eater, lawn mower
3. Reference manuals - for operating & maintaining HVAC units.
4. Blueprints - understanding composition & structure of new library facility.
5. Local ordinances - must follow local ordinances when it relates to property lines, trash/ Recycling rules, snow removal, grass length, etc.

7. Supervisor Comments (if any)

Tod is the contact person for all maintenance repairs/inspections
[Two elevators, Fire Dept. Inspections, HVAC malfunctions that require

contacting contracted people monitoring our HVAC system, repairs indoor and out door equipment

7. JOB COMPLEXITY AND JUDGMENT

Select the **one (1)** box that best describes the complexity of work routinely performed; responsibility for records, reports and programs; and decision making/problem solving skills utilized.

7a.	☐	Position is usually given <u>specific</u> directions/assignments to accomplish on a day-to-day basis. Assignments typically have standardized instruction/procedures to accomplish. Decisions generally affect own position or assigned functional area. Problems encountered may be repetitive and are generally solved by following clear directions and procedures. There may be consultation with others for additional guidance, or approvals if needed. Work is checked for accuracy and adequacy.
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7b.	☐	Position is usually given <u>general</u> directions/assignments to understand what is expected, so work may be performed independently. Decisions may address non-routine questions and situations, which require inquiry and/or research to resolve. Patterns, trends, and other examples are used to analyze situations and determine appropriate course of action or approach to solving problems. Standard practices, instruction, training, and policy are used to assist in guiding work. Work may be checked for accuracy and adequacy.
7c.	☒	Position may be asked to provide routine direction and guidance to others. Decisions require discretion and judgement of established protocols to resolve problems or situations. Position receives direction only on assignments that are unusual. Duties frequently change based upon the situation. Judgement involves applying knowledge, skills, and techniques to ensure optimal outcomes. Work is checked for meeting larger objectives of the department.
7d.	☐	Decisions have consequences to the strategy, operational and business decisions that affect the department. Problems are varied, requiring analysis or interpretation of the situation. Problems are solved using education, licensing, knowledge and skills, and general precedents and practices. Approval of work is generally based upon legal, financial or compliance requirements.
7e.	☐	Decisions and problems are complex and involve strategic development, operational planning, and goals, often with competing priorities. Position has responsibility for planning, designing and implementing programs, projects and studies; and sets goals for the department. Problems are highly varied, complex and often non-recurring; requires judgement to develop solutions that are creative or new. New concepts and approaches may have to be developed.

8. Supervisor Comments (if any)

8. CONSEQUENCES OF ERRORS

Select the **one (1) box** that best identifies the probability of and implications of errors in the types of work you do for the organization.

8a.	☐	Consequences include inconvenience and/or limited financial impact/cost. May not be obvious outside the department. Can be caught quickly with check and balance systems and can be readily corrected by you or your supervisor.
8b.	☐	Errors can lead to incorrect recommendations, minor public impacts and/or fiscal impact. May cause operational difficulties and financial or legal implication that needs to be corrected by someone of higher authority.
8c.	☒	Significant financial or policy impact, public scrutiny, loss of public trust. May cause or has the potential for legal action.

8d.	☐	Consequences of errors include loss of public trust, major financial consequences. May be non-corrective errors that have far-reaching impact including financial, legal and/or closure of a program or services.
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8a. List up to five (5) errors that can occur in your position:

1. Improper snow removal - personal injury, lawsuit toward library
2. Leaving ladders + other equipment laying around - personal injury, lawsuit
3. Not understanding how equipment works - injury, damage to building + equipment
4. Not following proper bodily fluid / biohazard clean up
5. Not following general safe practices, especially procedures - people could get sick when on the roof for HVAC system - injury or death.

9. Supervisor Comments (if any)

9. CONFIDENTIAL DATA USED IN THE COURSE OF YOUR POSITION

Select the **one (1) box** that best identifies the level of confidentiality or routine work you do with confidential information.

9a.	☐	No confidential information access or usage.
9b.	☒	Views or has access to confidential information. It passes through my workflow, but it is not retained beyond the transaction (e.g., SSN, credit card information, bid specifications, etc.).
9c.	☐	Maintains confidential information as a part of my job. (e.g. personnel files, medical files, network and system information, handle legal/criminal case files, etc.). List Specific Documents:
9d.	☐	Utilizes highly confidential information (e.g. patient care plans, child welfare files, medical files, network and system information, utilize legal/criminal case files, etc.). List Specific Documents:

10. Supervisor Comments (if any)

10. INTERACTIONS WITH OTHERS

Select the **one (1) box** that best represents the **purpose** of the contacts you maintain in your position. Do not include contact with your immediate supervisor or subordinates.

10a.	☐	Purpose of contact is to relay information including explanation of factual information, clearly defined processes and directions as well general inquiries. Communication protocols (including complaints) have been outlined in standardized protocols.
10b.	☒	Purpose of contact is to provide explanation and interpretation of information. Employee may follow a "decision tree", or options are typically available to assist in selecting the appropriate information to provide.
10c.	☐	Contacts usually involve discussions and interpretations related to policies, programs, negotiations, planning, incident debriefing, etc. Contact may be on behalf of those of a higher authority and employee may be able to flex or adapt standard policies to meet the needs of the contact.
10d.	☐	Contact involves several areas within the organization and/or with community, elected officials/other government entities, business leaders, and media, as an expectation of the position. Requires high degree of tact, diplomacy, and judgement. Has authority to negotiate solutions to major conceptual issues involving policy and direction changes. (Assistant Director/Director level positions)

Description of Contacts

List the positions and/or persons within the organization and the types of positions/individuals outside the organization in which your position must maintain contact to carry out the job responsibilities.

10e. INTERNAL:

Job Titles	Purpose of Contact
Library Director	update on status of different projects, take direction and report back
PT custodian	guide him on job duties, tasks, etc.
Librarians	takes direction, suggestions, complaints about status of facility.
Library assistants	Assists with special tasks

10f. EXTERNAL OR PUBLIC:

Organizations/Individuals	Purpose of Contact
Fichter Heating & Cooling	Troubleshoot HVAC system
Schindler	maintain & troubleshoot elevator
City Streets Dept.	snow removal & working on special projects
City Clerk	Early access to facility for voting.
* United Systems	Contracted to monitor all HVAC units in facility through computer software. Contacted by Ted when units are "in alarm" or shut down

11. Supervisor Comments (if any)

This position is in regular contact w/ many subcontractors and suppliers in regard to library building operations and janitorial (and other) supplies.

11. EQUIPMENT APPARATUS AND TECHNOLOGY

Indicate the types of equipment and technology your position is required to use on a regular basis to fulfill your duties (**check the box in each section**).

11 - Section A:

a. **Equipment, Apparatus, Vehicles:** Check the one (1) box that applies in Section A

11a-1.	☒	Standard office equipment including computers, tablets, fax machines, scanners, multifunction/copying/printing machines, phone systems etc.
11a-2.	☒	- Specialized small equipment - hand tools including power tools, small engine equipment (such as chainsaws, push mowers, etc.). - Small riding or pushing equipment (forklift, UTV, sidewalk snow brush equipment, lawn tractor/mower, golf cart), etc. - Technical field equipment (such as survey equipment, SCADA) laboratory equipment (such as that used in water/wastewater measuring and testing, human or animal labs, etc.). - Video production equipment/sound systems, TV/Social Media production, etc. - Use of firearms. - Operate squad car, ambulance, command vehicle, small passenger van, or a car/SUV. Specify which equipment:
11a-3. NO	☒	- Specialized large equipment - tractors, roadside mowers, air hammer. - HVAC systems, boilers, mechanical equipment, ice rink mechanical systems. - Welding, fabricating equipment, electrical systems (i.e., traffic signals, electronics), complex water/wastewater systems. - Operate specialty vehicles such as quint/pumper, public transportation bus, underground video/tv truck, etc. Other unique equipment not listed:
11a-4.	☐	- Heavy equipment operation dump trucks, back hoes, bucket trucks, ladder truck, heavy loaders, rollers motorgraders, mechanical or vacuum sweepers, high pressure sewer cleaners, - Large fire apparatus; etc. - Other unique equipment not listed:

11 - Section B:

b. **Computer Software:** List **all** computer software and platforms that are required for this job.

11b-1.	☐	No computer skills required for this position; or limited use of computers	
11b-2.	☒	Microsoft Word	11b-9. ☐ GIS
11b-3.	☒	Microsoft Excel	11b-10. ☐ SCADA
11b-4.	☐	Microsoft Access or other database management software	11b-11. ☐ Departmental RMS
11b-5.	☐	Other specialized data/word processing software such as Power Point, Adobe Pro, etc.	11b-12. ☐ CAD

11b-6.	☐	Microsoft Project or similar Gant Chart software	11b-13.	☐	Fleet/Mechanic or Sign Software
11b-7.	☒	Outlook or related communication software	11e-14.	☒	Building Maintenance Systems
11b-8.	☒	Organization's Financial Software or ERP			

11b-15. ☐ Other Department Specific Software. ***Must list software for credit:***

11 - Section C:

c. **Purpose for use of listed Software/Platforms:** (check all that apply)

11c-1.	☒	Receive/review information. Monitor information
11c-2.	☒	Input data/information into an established program for analysis or submittal
11c-3.	☐	Develop basic mathematical formulas for spreadsheet computations
11c-4.	☐	Generate/Modify correspondence from established templates/routine templates/routine
11c-5.	☐	Develop power point presentations; includes graphics
11c-6.	☐	Enter and manipulate data utilizing specialized software– ERP, GIS, SCADA,
11c-7.	☐	Develop and/or utilize software to create special reports, graphs, publishing graphics, etc.
11c-8.	☐	Develop sophisticated media presentations, marketing documents (integration of video, sound, publishing, etc.)
11c-9.	☐	Update and manipulate established technical databases to create specialized reports/technical plans
11c-10.	☐	Develop complex mathematical formulas/analysis in Excel or specific software for spreadsheet computations
11c-11.	☐	Is considered a helpdesk support because the position is a "superuser" or official trainer of these programs for the Department. List program(s):
11c-12.	☒	Consults with vendors to work through systems programing and system functions for identified programs for the Department. List program(s): Delta Control Systems
11c-13.	☐	Other - Identify for full credit:

11 - Section D:

d. **FOR ORGANIZATIONAL WIDE INFORMATION TECHNOLOGY (SYSTEMS) PERSONNEL ONLY:** (check all that apply)

11d-1.	☐	Performs Help Desk functions, hardware installation, software training and education to end users.
11d-2.	☐	Application of systems analysis techniques and procedures, including consultation with users to determine hardware, software, phones, or system function specifications.
11d-3.	☐	Design, develop, create, test, or modify computer systems or programs based on user or system design specifications.
11d-4.	☐	Serves in a project management role for new systems. Coordinates with vendors and departments on the selection, implementation, testing, and scheduled upgrades.

11d-5.	☐	Installs and maintains Server systems.
11d-6.	☐	Installs and maintains phone systems, fiber optics, cables, etc.
11d-7.	☐	Administers or maintains a Database Management System - Identify for full credit:
11d-8.	☐	Administers and maintains the Network systems.
11d-9.	☐	Administers building security systems, cell towers, public safety communication systems, etc.
11d-10.	☐	Responsible for all IT related network security systems.

11 a-d. Supervisor Comments (if any)

12. FINANCIAL

Indicate the types of financial related duties your position is required to routinely perform. (check all that apply)

Does this job involve receiving payments, cash handling, or preparing, monitoring or administering any financial data, payroll and/or budgets (or supervisor of)? ☒ Yes ☐ No

If no, STOP, skip the remaining questions in this section and proceed to Section 13.

If yes, please identify the types of activities required.

12a.	☐	Data entry of account information (A/R, A/R, etc.); provides information to higher authority for review/monitor. And/or data entry of payroll for department for review/monitor of organizations accounting/payroll.
12b.	☐	Takes in payments (cash, credit card, on-line, other); receipts and records transactions; balances payments. Turns in for verification. May key in standard entries to journal or particular software program. May count payments in preparation for a deposit to be conducted by another person/department.
12c.	☒	Makes minor purchases (office supplies/ inventory) for department.
12d.	☐	Conducts reconciliation of funds; prepares and makes deposits; records and/or tracks incoming and outgoing ACH transactions.
12e.	☐	Has authority to use or monitors department credit card/p-cards. May also be responsible to reconcile monthly charges.
12f.	☒	Assists department in gathering information/ reports / data for development of department budget. And/or responsible for keying in/identifying journal entry codes.
12g.	☒	Regularly monitors the department budget to ensure transactions are recorded to appropriate account; informs supervisory personnel of account status. And/or monitors grant funds.
12h.	☐	Gathers and/or enters payroll for <u>department/division</u> . Verifies hours worked or time off for submission.
12i.	☐	Develops draft department budget for supervisory staff. This may involve analyzing current and previous year's data for past expenditure needs as well as forecasting future needs; running/analyzing reports for higher authority to make recommendations.

12j.	☐	Extracts financial data/information into templated or individualized report forms for submittal and/or use by others. Reports may be with inhouse program or with software (such as Crystal Reports).
12k.	☐	Processes payroll for the <u>entire organization</u> . Includes preparation of tax, payments for payroll deductions, benefits and reporting.
12l.	☐	Performs grant writing. Responsible for the collection of required data and submittal for grant reimbursements.
12m.	☐	Conduct statistical/financial analysis. Uses this data to develop recommendations to be presented to supervisors/managers.
12n.	☐	Responsible for researching, developing and/or monitoring of capital budgets.
12o.	☐	Supervisory oversight for personnel with cash handling, minor purchases, and/or budget monitoring. Utilizes information for account coding, balance verification, bank deposits, capital improvements. (May or may not perform the functions supervised.)
12p.	☐	Has overall authority of the department budget; budget preparation/finalization; responsible for budget defense to higher administrative personnel (below a department director).
12q.	☐	Has overall authority and responsibility for the department/municipal budget; finalization, defense, presentation to elected officials, implementation, and oversight.

12. Supervisor Comments (if any)

Tod oversees 2 budget lines:
 JANITORIAL SUPPLIES
 REPAIRS & EXPENSES
 HE ALSO MAKES CASH PURCHASES AT LOCAL STORES: ACE HARDWARE & FARM'S FLEET
 MENARDS

13. LEADERSHIP AND SUPERVISORY RESPONSIBILITIES

Describe the nature of lead or direct supervisory responsibility of this position, based on actual duties. **Select the section that best describes your supervisory responsibilities:** Project Management, Lead Worker or Supervisor.

13a. Leadership – Project Management

Does your position serve as a **project manager**? ☐ Yes ☒ No

(A Project Manager is defined as someone who has responsibility for planning, procurement, and/or execution of a project. Is the primary contact for facilitation of various departments, vendors, contractors, consultants, or other internal/external to provide direction, resolve discrepancies before escalating to a higher authority. Must consist at least 40% of one's job responsibilities.)

13a-1	☐	Serves as a project liaison for internal projects. Includes planning, implementation and/or training of personnel.
13a-2	☐	Serves as the main project manager for project planning, prioritization, monitoring, managing external resources through project completion.

Does your position have responsibilities as a **lead worker** with co-workers? ☐ Yes ☒ No

(A Lead Worker is defined as someone who is assigned to routinely guide, advise, mentor and work with specific positions to efficiently complete projects and tasks but **does not** prepare performance evaluations nor held accountable for the actions/work of the co-worker(s). This position is not a supervisor.)

If no, **STOP** proceed to 13c.

13b. If yes, check your Lead Worker responsibilities below:

		List titles assigned to Lead Worker. <i>Identify for full credit:</i>
13b-1.	☐	Distributes work among co-workers or others.
13b-2.	☐	Instruct and train in methods & procedures.
13b-3.	☐	Assists with hiring/participates in hiring committees.
13b-4.	☐	Approve vacation/ sick time and other time off provisions.
13b-5.	☐	Assist in preparation and or participation in giving performance evaluations.
13b-6.	☐	Assist in recommendations for promotions.
13b-7.	☐	Recommends pay and/or classification changes (part-time and/or seasonal personnel).
13b-8.	☐	Respond to complaints & grievances.
13b-9.	☐	Make recommendations regarding unsatisfactory employees.
13b-10.	☐	Can administer lower levels of discipline (oral warning).
13b-11.	☐	Can assume responsibilities in the supervisor/director absence.
13b-12.	☐	Other (<i>specify</i>)

13c. Supervisory

Does this position have supervisory responsibilities: ☒ Yes ☐ No

(Supervision is defined as having responsibility to includes hiring, performance evaluation, work assignment, discipline and termination, or to "effectively recommend" such actions for subordinate positions.)

If no, **STOP** proceed to 14.

c. Check your Supervisor responsibilities below:

13c-1.	☒	Distributes work among co-workers or others.
13c-2.	☒	Instruct and train in methods & procedures.
13c-3.	☒	Make hiring recommendations.
13c-4.	☒	Make final hiring decisions. *
13c-5.	☐	Approve vacation/ sick time and other time off provisions.
13c-6.	☒	Prepare and give performance evaluations.
13c-7.	☐	Review prepared performance evaluations – authority to change responses.
13c-8.	☐	Make recommendation for promotions.
13c-9.	☐	Make final decisions on promotions. *
13c-10.	☐	Recommends pay and/or classification changes.
13c-11.	☐	Make final pay and/or classification decisions. *
13c-12.	☒	Respond to complaints and grievances.
13c-13.	☒	Make recommendations regarding unsatisfactory employees.
13c-14.	☒	Develops and communicates discipline. *
13c-15.	☒	Makes recommendations for termination. *
13c-16.	☐	Other (<i>specify</i>)

*Or has the authority to effectively recommend to higher authority that this action be taken, and the recommendation is given high regard and consideration. May have other individuals (human resources, legal, etc.) also in attendance and/or consultation.

- d. List the titles you are assigned to supervise (**Must include titles where noted for credit**)

	Number	# of Direct Reports
13d-1.		# Seasonal, casual employees
13d-2.	1	# Part-time employees: Titles <i>Custodian (Library)</i>
13d-3.		# Full-time non-supervisory employees: Titles
13d-4.		# Supervisory personnel: Titles
13d-5.		# Department Director personnel: Titles
		(Department Director: In charge of a large division or sole department)
	Number	# of Indirect Reports (Employees who report to a supervisor that you supervise)
13d-6.		# Seasonal, casual employees
13d-7.		# Part-time employees: Titles
13d-8.		# Full-time non-supervisory employees: Titles
13d-9.		# Supervisory personnel: Titles
13d-10.		# Department Director personnel: Titles

13. Supervisor Comments (if any)

14. WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Listed below are several environmental conditions and physical activities, some of which may be unpleasant, disagreeable or hazardous. Check all the boxes which most closely represents your exposure during the normal course of work.

14a.	Lifting. Routine amount (pounds) lifted ☐ 0-25lbs; ☒ 26-74lbs; ☐ 75+ lbs	
14b.	☒ Disgruntled Constituents	14p. ☒ Motor Vehicle Operations (car, truck, SUV)
14c.	☒ Work interruption	14q. ☐ Operates Vehicles under emergency situations (lights, sirens)
14d.	☒ Repetitive hand/arm motions	14r. ☒ Heavy equipment/ machinery operation
14e.	☒ Cleaning chemicals, paint, solvents, etc.	14s. ☐ Direct animal contact/ care
14f.	☒ Brooms, vacuum, floor scrubbers, etc.	14t. ☐ Direct human patient care
14g.	☐ Commercial Kitchen Equipment	14u. ☐ Infectious disease (routine contact)
14h.	☐ Confined Space/Below Ground Digging etc.	14v. ☐ Human Death Scenes
14i.	☒ Dust/dirt etc.	14w. ☐ Electric Shock (Electrician/lineman, HVAC, etc.)
14j.	☒ Labor – shoveling, digging, pushing, pulling, etc.	14x. ☐ Erratic Human Behavior (health care, public safety, etc.)
14k.	☒ Navigating uneven terrain	14y. ☐ Explosions/ Cave-ins
14l.	☐ Specialized equipment: lab, zoo, airport, museum, convention center, marina, etc.	14z. ☐ Fire/Accident Scenes
14m.	☐ Pesticides, airborne chemicals, (PPE and/or certification required)	14z1. ☐ Gas Poisoning
14n.	☒ Weather conditions (rain, snow, ice, heat, cold, humidity)	14z2. ☐ Physically controlling/ restraining human
14o.	☒ Climbing, ladder, scaffolding, elevated work locations	
14z3.	☐ Other Environmental Factors. Please specify	
14z4.	☐ Other Physical Factors. Please specify	

15. HOURS OF WORK

Describe any work activities that occur outside your REGULAR scheduled hours. **Please complete 15a.**

15a.	List your normal work schedule (example: M-F 8am-5pm; 24 hours; T-F 7am-5pm, etc.)	m-F 7:30am-4pm
15b.	Are you normally scheduled to work more than your normal scheduled hours?	Yes ☐ No ☒
	If yes, please describe your schedule, and frequency this occurs.	
15c.	Are you normally scheduled to work during evenings and weekends or attend evening meetings?	Yes ☐ No ☒
	If yes, please describe your schedule, and frequency this occurs.	
15d.	Are you required to be "on-call," in which you are required to report to work on evenings, weekends, or holidays, when not scheduled?	Yes ☐ No ☒
	What is the frequency of "on-call"? Approximate the number of times on call: Weekly Monthly Yearly	
15e.	Are you required to remote in /report virtually in lieu of reporting in?	Yes ☐ No ☒
15f.	If on-call/remote in, please describe your schedule, frequency, and limitations to personal activities when this occurs. (Provide approximate the weekly, monthly or annual on-call responsibilities.)	

14-15. Supervisor Comments (if any)

This position is on-call seasonally for snow removal and for facility emergencies. The person is also on call for alarm issues after hours - if Director is unavailable.

16. OTHER COMMENTS/INFORMATION

17. EMPLOYEE SIGNATURE

To the best of my ability, the responses provided in this questionnaire are an accurate description of the duties and characteristics of my position.

☐ Signature Date:

 May 27 26

☐ Digital Signature: I hereby certify the truthfulness of the information provided and understand that checking the box and typing my signature above constitutes a binding signature.

Maintenance Custodian - Library - Supplemental

PRIMARY DUTIES AND RESPONSIBILITIES	FREQUENCY
8. Polishes floor finishes, shampoos carpeting, treats stains on carpets and upholstery.	W
9. Provides maintenance and minor repairs to plumbing, electrical, HVAC (rooftop) and other operating systems.	M
10. Performs some repairs and maintenance of buildings by patching walls and doors, painting walls and trim, replacing fixtures and partitions, replacing damaged ceiling and floor tiles, and other general repairs.	W
11. Washes windows, screens, sills, woodwork, doors, desks, walls and ceilings	D
12. Drive to local businesses or other city departments (yard waste, recycling) when required.	W
13. Responds to after-hours emergencies.	As needed
14. Sets up tables, chairs, and other items for events when requested.	W



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18. SUPERVISOR SIGNATURE

☒ Signature *Peggy Cheek* Date: *5/28/2026*

☐ Digital Signature: I hereby certify the truthfulness of the information provided and understand that checking the box and typing my signature above constitutes a binding signature.

MANAGEMENT REVIEW AND COMMENTS

It is important that a management-level position with supervision or oversight of this position review this questionnaire, since you may have a different perspective on the job described. Utilize this section to make any additional comments or areas to be considered regarding the position and/or the employee's comments.

Question Comments



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