

CITY OF MARYSVILLE AGENDA BILL

EXECUTIVE SUMMARY FOR ACTION

CITY COUNCIL MEETING DATE: 1/13/2020

AGENDA ITEM:	
Custodian position	
PREPARED BY:	DIRECTOR APPROVAL:
Gloria Hirashima	
DEPARTMENT:	
Executive	
ATTACHMENTS:	
1. Memorandum of Understanding with Local Union 763. 2. Job Description	
BUDGET CODE:	AMOUNT:
	\$
SUMMARY:	

The City currently contracts for custodial services. The proposed memorandum provides for hiring of custodial staff under a two year review period. The proposed job description and pay grade would be Teamsters (Local Union 763) positions.

Internal custodial support would allow the City to establish better coverage for janitorial to include daytime hours and to adjust services/resources within facilities to a greater degree. Most of our facilities (both offices and parks) are open during daytime hours to serve public and employees. The janitorial provided only during nighttime hours is not ideal to our operations, and requires other positions to cover this function when needs arise. Staff has reviewed area cities and agencies and have found that many area comparable cities have internal staff performing these functions.

Based on a budget review, we believe that similar services can be provided at comparable cost to our current services contract. Currently, the City allocates approximately \$220,000 annually for custodial and HVAC filter maintenance that would be covered by the proposed positions. We anticipate hiring 2 FTE's and 2 seasonal PT employees to provide these services.

RECOMMENDED ACTION: Approve the proposed position of Custodian with a pay grade at Pay Code 1. Authorize the Mayor to sign the Memorandum of Understanding with Teamsters 763 regarding the custodial positions. Authorize 2 FTE Custodians and seasonal pay for 2020.

MEMORANDUM OF UNDERSTANDING
By and Between
City of Marysville, Washington
and
Public, Professional & Office-Clerical Employees and Drivers
Local Union No. 763
(Representing Employees of the City of Marysville
January 01, 2018 through December 31, 2020

This Memorandum of Understanding is entered into as documentation of mutual Agreement by and between the City of Marysville, Washington, hereinafter referred to as the “Employer”, and Public, Professional & Office-Clerical Employees and Drivers Local Union No. 763, hereinafter referred to as “Teamsters”.

The parties bargained in good faith to reach agreement and ratification on a new Collective Bargaining Agreement, hereinafter referred to as “CBA”, for the duration of January 01, 2018 through December 31, 2020.

In August 2019, the Employer initiated discussions on the position of Custodian. Currently, the Employer contracts custodial duties to private sources. The Employer proposed creating a Teamster position of Custodian beginning in 2020. The Employer anticipates hiring two full time Custodians and up to two seasonal/temporary workers in public works to support the full time positions. The two full time positions and up to two seasonal/temporary workers will comprise the Custodial unit.

The Teamsters expressed concern about the seasonal employees’ duties and work hours, and the potential for the Employer to supplant work for union employees. The Teamsters did not support utilizing seasonal workers to the extent the Employer could be supplanting creation of additional full time positions. The Employer has offered a seasonal job description and concurs that the job duties of the seasonal worker are similar to the full time Custodian job description, however maintains that the seasonal workers will work in full compliance of the unit clarification agreement as reflected in the current CBA for seasonal/temporary workers and hours. As part of good faith negotiations and agreement, the parties agreed to evaluate the custodial unit over two years, under this agreement to ensure both parties concerns were addressed. Upon termination of this MOU at the end of two years (January 31, 2022) the Employer may choose to continue the Custodial Unit or to revert to the status quo prior to this MOU of privately contracting for custodial services. During the effective period of this MOU:

1. Employer agrees to limit the hours of each seasonal/temporary employee to less than 1200 hours in a rolling twelve (12) month period for a maximum of 2400 hours total for both seasonal employees (equivalent to two seasonal/temporary employees per year working maximum hours allowed by

CBA). If seasonal hours exceed this number in a rolling twelve (12) month period, then the Employer will pursue hiring of an additional full time employee or engage in negotiations with the Teamsters to either address seasonal hour limitations or revert to a private service contract because cost considerations or unusual circumstances (e.g. full time employee sustaining long term leave situation or other condition of limited duration) make the current arrangement unsustainable.

2. Employer and Union agree to meet prior to expiration on January 31, 2022 to evaluate the Custodial unit staffing, hours and the terms of this agreement.
3. The position of Custodian is hereby established:

Job Classification	PAY CODE	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Custodian	1	3376	3514	3658	3808	3964	4127	4288

This Memorandum of Understanding will serve in conjunction with the current Collective Bargaining Agreement between the Employer and Teamsters. Nothing contained in this MOU changes any other section or article in the Collective Bargaining Agreement. This modification shall become effective upon signature of the parties and shall remain in effect up to January 31, 2022.

PUBLIC, PROFESSIONAL & OFFICE-CLERICAL
 EMPLOYEES AND DRIVERS LOCAL UNION
 NO. 763, affiliated with the International
 Brotherhood of Teamsters

CITY OF MARYSVILLE, WA

By _____
 Scott Sullivan
 Secretary-Treasurer

By _____
 Jon Nehring
 Mayor

Date _____

Date _____



CITY OF MARYSVILLE JOB DESCRIPTION

Job Title:	Custodian
Department/Division:	Public Works/Support Services
Reports To:	Division Supervisor
FLSA Status	Non-exempt
Union Status:	Teamsters
Approval/Revision Date:	August 2019

POSITION SUMMARY

This position, under general supervision, performs a variety of custodial duties in the cleaning of City facilities; provides general cleaning services by hand and with small powered janitorial equipment; provides refuse and recycling removal from work areas of City buildings; performs minor maintenance on custodial equipment; ensures security of buildings after employees have left for the day.

Work is performed within established procedures with individual judgement. Incumbents' work is frequently reviewed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Other duties may be assigned as needed.

1. Operates and maintains custodial equipment including: vacuums, steam cleaners, floor polishing equipment and others.
2. Cleans interior surfaces, fixtures and entryways including: sweeping, buffing, mopping and waxing floors; shampooing and vacuuming carpets; removing stains from carpet; cleaning and sanitizing restrooms; unclogging minor sink and toilet clogs; washes windows, cleaning drains; cleaning tables, mirrors, and windows; and replacing paper goods.
3. Removes graffiti from interior walls and woodwork.
4. Cleans and empties trash and recycling containers.
5. Maintains janitorial supplies inventory, which may include driving to pick up and deliver supplies. Locks and secures buildings at the end of shift to ensure building security.
6. When assigned, performs minor painting touch ups as needed. Checks and replaces interior light bulbs through normal course of janitorial duties.
7. When assigned, may replace HVAC filters as needed.

Knowledge of:

- Cleaning methods, procedures and techniques.
- Cleaning materials, supplies and equipment.
- Maintenance procedures and processes.
- Windows based computers.

Ability to:

- Operate assigned equipment in the performance of essential duties.
- Work safely and comply with all safety regulations, standards, guidelines, and practices regarding assigned equipment.
- Plan and organize work in order to meet schedules and deadlines.
- Communicate effectively both orally and in writing; complete required forms and paperwork legibly.
- Effectively update and maintain records using related recordkeeping systems.
- Establish and maintain effective working relationships with co-workers, city staff, and the public.
- Provide excellent customer service, in sometimes stress situations, to internal and external customers.
- Effectively operate windows based computer, including word processing, spreadsheet, and databases and specialized software applications related to assigned division.
- Maintain a variety of records and maintain confidentiality of business records and other information.
- Maintain regular and reliable attendance.

QUALIFICATIONS

A combination of the experience, education, and training listed below which provides an equivalent background to perform the work of this position.

Experience:

- One year of custodial, janitorial, or related experience.

Education and Training:

Licenses or Certificates

- Must possess, or have the ability to possess within one month of hire date, a Washington State Driver's License.
- Must possess, or have the ability to possess within one month of hire date, first aid, CPR, and Bloodborne Pathogens certifications.
- Must be bondable.
- Must successfully pass an extensive background check.

PHYSICAL DEMANDS / WORKING CONDITIONS

The physical demands and characteristics of the work environment described here are representative of those occurring in the performance of the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to reach with hands and arms overhead and horizontally; stoop, kneel, crouch, crawl, climb, push, pull, and twist. The employee must frequently lift up to 25 pounds; occasionally lift and/or move up to 50 pounds, and lift or move 50 – 100 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. Incumbents are occasionally exposed to odors, fumes or airborne particles, and toxic or caustic chemicals. This position works mostly indoors, and the noise level in the work environment is usually low to moderate.

This position works a regular full-time schedule, however, incumbents will typically work evening or weekend hours.

This position description generally describes the principle functions of the position and the level of knowledge and skills typically required. It does not constitute an employment agreement between the employer and employee, and it is subject to change as the needs of the employer and the requirements of the job change.