

CITY OF MARYSVILLE AGENDA BILL

EXECUTIVE SUMMARY FOR ACTION

CITY COUNCIL MEETING DATE: 12/13/2021

AGENDA ITEM:	
Teamsters City of Marysville Ratification MOU	
PREPARED BY:	DIRECTOR APPROVAL:
Jason P. Smith	
DEPARTMENT:	
HR	
ATTACHMENTS:	
1. 11/01/21 Teamsters City of Marysville Ratification MOU 2. Custodian Lead Job Description	
BUDGET CODE:	AMOUNT:
NA	NA
SUMMARY:	

This MOU has been voted on and approved by the Teamsters. We are currently waiting for the signed version. Here is a summary of the changes:

1. Under Article 3 Hours of Work, Overtime, Callback and Standby
 - The employee may work two consecutive weekend days as part of a five non-consecutive day work week, when mutually agreed upon.
 - Shift differential will increase from 1% to 5% and will cover employees who work Saturday or Sunday and/or hours between 5pm and 5am. This will not apply to call back or standby.
 - Shift bidding must be completed no later than December rather than occurring on the 1st working day of December.
2. Article 11 Miscellaneous
 - Eligible Custodian employees can now receive up to \$180 for safety boot/shoe allowance, and will receive other uniform items (pants, shirts, shorts, jacket, hat, rubber boots)
3. Appendix "A"
 - The seasonal/temporary maintenance pay scale for Public Works now starts Year 1 at \$15.17 (previous was \$13.91) and a Year 5 step was added at \$21.32
4. City of Marysville Teamsters Pay Grids (2021 and 2022)
 - Custodian Lead has been added to the U25 paygrade

<p>RECOMMENDED MOTION: I move to authorize the Mayor to sign and execute the 11/01/21 ratification of the Teamsters MOU to the Agreement and Appendix "A"</p>
--

MEMORANDUM OF UNDERSTANDING

to the
**AGREEMENT
and APPENDIX "A"**

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, 2022

THIS MEMORANDUM OF UNDERSTANDING is supplemental to the 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, affiliated with the International Brotherhood of Teamsters, hereinafter referred to as the Union.

WHEREAS, all articles, sections, and MOUs of the Agreement will remain in place with the exceptions being outlined below:

ARTICLE 3 HOURS OF WORK, OVERTIME, CALLBACK AND STANDBY

3.1 **Hours of Work** – Eight (8) consecutive hours, exclusive of meal periods, shall constitute a normal days schedule for all full-time employees. Five (5) consecutive days in a seven (7) day period with at least one (1) weekend day off shall constitute a normal weeks schedule for all employees; provided however, where appropriate, work schedules may be established by the Employer which provide for other than eight (8) hours per day and other than five (5) days per week but with corresponding changes in hours off and in days off. When mutually agreed to by the employer and employee in writing, the employee may work two (2) consecutive weekend days as part of a five (5) non-consecutive day work week. In no event shall any employee be scheduled to work more than four (4) weekend days (Saturday or Sunday) every four (4) weeks.

3.1.1 **Shift Differential** - Employees who work a schedule that includes a Saturday or Sunday and/or weekday hours between 5:00 p.m. and 5:00 a.m. shall be paid a shift differential of five percent (5.0%) per hour worked.

Shift differential shall not apply to call back or standby. Employees working an assigned schedule that qualifies for shift differential shall receive shift differential on overtime hours worked. Employees working an assigned schedule that does not qualify for shift differential shall not receive shift differential for overtime hours worked between 5:00 p.m. and 5:00 a.m.

In cases where the employer changes an employee's normal work schedule (shift hours), with less than forty-eight (48) hours' notice, to the employee, the employee shall be paid a ten percent (10%) shift differential for their hours worked until completion of the shift change (i.e. snow days, special projects, water main work at night). Overtime hours will include the shift differential. This shall not apply to call back.

3.1.2 **Shift Bidding** - All departments with weekend shifts and/or swing and/or graveyard shifts shall be bid in each department by seniority. The individual must have the minimum qualifications to perform the work to be awarded the bid. If no one is awarded the bid the city will select by inverse seniority. The least senior employee with the minimum qualifications shall be

awarded the position. Seniority will be the Teamsters date of hire. The entire bid will be posted including the positions which the city has the right to fill per this subsection.

All weekend shifts and/or swing, and/or graveyard shifts shall be bid on a seniority basis, annually, no later than each December. All weekend, swing, and/or graveyard shifts shall be posted for five (5) working days, during which time employees shall be afforded the opportunity to bid. Annual shift bids shall be awarded and become effective the first (1st) of January.

ARTICLE 11 MISCELLANEOUS

11.1 Uniforms - When the Employer requires uniforms, employees shall wear the Employer furnished uniforms. New employees shall be provided uniforms within thirty (30) days of their start date.

11.1.1 The Employer will provide Police Department Clerical employees with the appropriate uniform as follows:

- *3 pants,
- *4 shirts (at the employees' option, one (1) work shirt may be substituted with one (1) work Polo style shirt, as approved by Police Management),
- *Coat (Evidence Tech only),
- *1 belt,
- *1 fleece jacket
- \$75 shoe allowance for Clerical,
- \$180 for boot/shoe allowance for the Evidence Tech

*After initial issue, items will be replaced when worn out.

The Police Department Clerical & Evidence Technician employees shall be entitled to the same laundry service as other Police Department employees.

11.2 Boot Allowance - The Employer shall pay for the following amounts annually:

On an annual basis effective January 1 of each year, each eligible employee will be issued a PO for the purchase of work boots up to \$200; eligible Custodian employees will receive up to \$180 for safety boot/shoe allowance. The Employer shall replace any work boots which were ruined in the performance of duty. If a replacement pair of boots is purchased by the City between November 1 and December 31, the employee is not eligible for the annual boot PO on January 1 of the following year. The Employee may be required to turn in worn work boots to the Employer when utilizing this replacement provisions. Eligible new hires shall be provided a PO for the purchase of work boots no later than one week after date of hire. Should an employee be newly hired between November 1 and December 31, the employee is not eligible for the annual boot PO on January 1 the following year.

11 .2.1 The Employer shall provide employees with the required uniforms and equipment as hereinafter set forth to be used in performance of City duties.

11 .2.2 The Employer shall provide each new Parks and Recreation employee with the required uniform and equipment as follows:

Safety Boots* (as provided in Section 11.2)	
Pants (denim)***	3 pairs
Tee Shirts*	5 each (Self Serviced)
Sweat Shirt*	3 each (Self Serviced)
Shorts (Denim)**	3 pair (Self Serviced)
Light Jacket*	

Heavy Jacket*	1 each
Hat*	1 each
Fleece Skull cap*	1 each
Coveralls*	1 winter
Gloves*	as needed
Rain Gear*	1 set
Rubber Boots*	
Mechanic Coveralls*	7 (Laundry service)
*Replaced when worn out	
**Denim shorts shall be provided only for Maintenance Worker and shall only be worn with supervisory approval when performing their specific jobs.	
***Three (3) pair of pants issued annually and then replaced when worn out.	

11.2.3 The Employer shall provide each new Public Works employee with the required uniform and equipment as follows:

	Public Works	Mechanics
Safety Boots* (as provided in Section 11.2)		
Pants (denim)***	3 pairs	11 (Laundry)
Shirts*		11 (Laundry)
Tee Shirts*	5 each (Self Serviced)	0
Sweat Shirt*	5 each (Self Serviced)	0
Shorts (Denim)**	3 pair (Self Serviced)	0
Light Jacket*		3 (Laundry)
Heavy Jacket*	1 each	1 each
Hat*	1 each	1 each
Fleece Skull Cap*	1 each	1 each
Coveralls*	0	7 (Laundry)
Gloves	as needed	as required
Rain Gear*	1 set	1 set
Rubber Boots*		
*Replaced when worn out		
**Denim shorts shall be provided only for Meter Readers, Solid Waste Collectors and Building Maintenance Workers and shall only be worn when performing their specific job duties.		
***Three (3) pairs of pants issued annually and then replaced when worn out.		

11.2.4 The Employer shall provide each new Custodian (janitorial) employee with the required uniform and equipment as follows:

Safety Shoes/Boots* (as provided in Section 11.2)	
Pants (denim/durable material)***	3 pairs
Tee Shirts*	5 each (Self Serviced)
Sweat Shirt*	3 each (Self Serviced)
Shorts (denim)**	
Light Jacket*	
Hat*	1 each
Fleece Skull Cap*	1 each
Rubber Boots*	
*Replaced when worn out	
**Denim shorts shall be provided for Custodian workers and shall only be worn with supervisory approval when performing their specific jobs.	
***Three (3) pairs of pants issued annually and then replaced when worn out.	

- 11.3 Maintenance of Standards - Terms or conditions of employment shall be maintained at not less than the highest standards contained in Ordinances which were effective on the date that this Agreement became effective. Provided however, this Section does not preclude the adoption of new ordinances after good faith bargaining with the Union. No employee shall suffer a reduction in wages solely as a result of this Agreement.
- 11.4 Education Reimbursement - Employees shall request in writing and provide necessary information as required by the Employer for his consideration of prior approval for all courses and seminars. Such requests shall be submitted on forms supplied by the Employer and shall require the approval of the Human Resources Manager. All courses and seminars shall be subject to approval by the Department Head or the Chief Administrative Officer. Payment or reimbursement shall only be made upon successful completion of the course. If work time is used as course time, vacation leave will be debited for unsuccessful course completion.
- 11.5 Chief Administrative Officer - Acts of this Agreement required of the Mayor or Chief Administrative Officer may be accomplished by persons to whom the Mayor or Chief Administrative Officer has delegated such authority to act.
- 11.6 Compliance - No violation of this Agreement shall be found when a grievance arises as a result of the Employer's compliance with the Fair Labor Standards Act (F.L.S.A.).
- 11.7 Labor Management Conference Committee - The Employer and the Union shall establish a Joint Labor-Management Conference Committee which shall be comprised of participants from both the Employer and the Union. The function of the Committee shall be to meet periodically to discuss issues of general interest and/or concern, as opposed to individual complaints, for the purpose of establishing a harmonious working relationship between the employees, the Employer and the Union. Either the Employer or the Union may request a meeting of the Committee. The party requesting the meeting shall do so in writing listing the issues they wish to discuss. This Committee shall not replace the operational safety and staff meetings. An additional function of the Joint Labor-Management Conference Committee or another committee of Teamsters 763 bargaining unit employees shall be to participate in discussions regarding employee benefits and ways that benefits can be improved or cost savings can be found.
- 11.8 Cross Training - The City and the Union agree to work on a cross training policy during the life of the Collective Bargaining Agreement.

APPENDIX "A"

- A.1 Effective January 1, 2021, the monthly rates of pay for all Teamsters classifications in effect as of December 31, 2020 shall be increased by one and three-quarters percent (1.75%). If any non-represented or management group (excluding Directors, and MPOA/MPMA union contracts) receives a higher annual monthly increase than that offered to Teamsters, the higher (highest) monthly increase will be provided to all Teamsters classifications.
- A.2 Effective January 1, 2022, the monthly rates of pay for all Teamsters classifications in effect as of December 31, 2021 shall be increased by two percent (2.0%). If any non-represented or management group (excluding Directors and MPOA/MPMA union contracts) receives a higher monthly increase than that offered to Teamsters, the higher (highest) monthly increase will be provided to all Teamsters classifications.
- A.3 Wastewater Treatment Plant (WWTP) Operator – Effective January 1, 2018, the WWTP Operator classification will be adjusted from pay code 22 to new pay code 22-2 reflecting a 3.0% market adjustment. This adjustment will be made prior to the application of the 2018 COLA as defined in Appendix A.11. The parties agree the WWTP Group III certification is a minimum job qualification for this job classification and that the 2016 WWTP MOU is rescinded.
- A.4 Wastewater Treatment Plant (WWTP) Pre-Treatment Technician – The 3.0% pay premium previously offered to this classification in exchange for obtainment of a WWTP Group III certification is withdrawn. A Group III certification is no longer a requirement of this job classification. The Pre-Treatment Technician will be moved to pay code 22-1. The parties agree that the 2016 WWTP MOU is rescinded.
- A.5 Effective January 1, 2018, the Wastewater Treatment Plant (WWTP) Lead will receive a 1.5% pay premium for obtainment of a WWTP Group III certification, which is a minimum job qualification. Payment of this premium shall be paid after the incumbent earns the certification. The parties agree that the 2016 WWTP MOU is rescinded.
- A.6 The parties agree to add the following pay rates for seasonal/temporary maintenance employees in Parks and Public Works:

	AT HIRE	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
	\$15.17	\$16.44	\$17.70	\$18.97	\$20.30	\$21.32

Years are calculated from the original date of hire. Up to and including Year 2, the City reserves the discretion to increase the hourly rate of pay if necessary to attract a prospective employee due to relevant experience or to be competitive in the relevant market.

**CITY OF MARYSVILLE
TEAMSTERS PAY GRID**

January 1, 2021 with a 1.75% COLA adjustment

2021 Classification	2021 Pay Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
	Custodian	U20	\$43,723	\$45,035	\$46,386	\$47,778	\$49,211	\$50,687	\$52,208	\$53,513
		\$21.02	\$21.65	\$22.30	\$22.97	\$23.66	\$24.37	\$25.10	\$25.73	\$26.37
Customer Service Representative	U25	\$52,468	\$54,042	\$55,663	\$57,333	\$59,053	\$60,825	\$62,649	\$64,216	\$65,821
Parks Maintenance Tech I		\$25.22	\$25.98	\$26.76	\$27.56	\$28.39	\$29.24	\$30.12	\$30.87	\$31.64
Streets Maintenance Tech I										
Custodian Lead										

Accounting Tech – AP	U30	\$55,616	\$57,284	\$59,003	\$60,773	\$62,596	\$64,474	\$66,408	\$68,069	\$69,770
Accounting Tech - Utility Billing		\$26.74	\$27.54	\$28.37	\$29.22	\$30.09	\$31.00	\$31.93	\$32.73	\$33.54
CD Program Specialist										
Police Records Tech										
Purchasing/Inventory Specialist										
PW Administrative Assistant										
Storm/Sewer Tech I										
Utility Locator										
Judicial Process Specialist	U35	\$60,065	\$61,867	\$63,723	\$65,635	\$67,604	\$69,632	\$71,721	\$73,514	\$75,352
Meter Technician		\$28.88	\$29.74	\$30.64	\$31.56	\$32.50	\$33.48	\$34.48	\$35.34	\$36.23
Parks Administrative Associate										
Parks Maintenance Tech II										
Solid Waste Tech II										
Streets Maintenance Tech II										
Storm/Sewer Tech II										
Traffic Maintenance Worker II										
Traffic Control Systems Tech										
Small Equipment Mechanic	U40	\$63,669	\$65,579	\$67,547	\$69,573	\$71,660	\$73,810	\$76,024	\$77,925	\$79,873
Evidence Specialist		\$30.61	\$31.53	\$32.47	\$33.45	\$34.45	\$35.49	\$36.55	\$37.46	\$38.40
Parks Administrative Specialist										
Planning Administrative Specialist										
PW Administrative Specialist										
Police Administrative Specialist										
Senior Accounting Tech										
Senior Permit Tech										
WWTP Maintenance Tech I										
Cross Connection Control Specialist	U45	\$66,583	\$68,858	\$70,924	\$73,052	\$75,243	\$77,501	\$79,826	\$81,821	\$83,867
Parks Maintenance Lead I		\$32.14	\$33.10	\$34.10	\$35.12	\$36.17	\$37.26	\$38.38	\$39.34	\$40.32
Police Records Tech Lead										
Streets Maintenance Lead I										
Storm/Sewer Lead I										
Water Operations Tech II										
Construction Tech II										
Water Quality Specialist										
Facilities Maintenance Journeyman	U50	\$71,352	\$73,678	\$75,889	\$78,165	\$80,510	\$82,926	\$85,413	\$87,549	\$89,737
Industrial Waste/Pretreatment Technician		\$34.39	\$35.42	\$36.48	\$37.58	\$38.71	\$39.87	\$41.06	\$42.09	\$43.14
Mechanic										
Streets Maintenance Tech Lead II										
Storm/Sewer Tech Lead II										
Solid Waste Lead II										
Parks Maintenance Lead II										
WWTP Operator										
Construction Lead I										
Water Operator										
WWTP Maintenance Tech II										
Mechanic Lead II	U55	\$76,540	\$78,836	\$81,201	\$83,637	\$86,146	\$88,730	\$91,392	\$93,677	\$96,019
Senior Traffic Control Systems Tech		\$36.80	\$37.90	\$39.04	\$40.21	\$41.42	\$42.66	\$43.94	\$45.04	\$46.16
Construction Lead II										
Water Operations Lead II										
Water Quality Lead										
WWTP Maintenance Lead										
WWTP Operations Lead										
Utility Electrician										

CITY OF MARYSVILLE
TEAMSTERS PAY GRID
January 01, 2022 with 2.0% COLA adjustment

2022 Classification	2022 Pay Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
Custodian	U20	\$44,598	\$45,936	\$47,314	\$48,733	\$50,195	\$51,701	\$53,252	\$54,583	\$55,948
		\$21.44	\$22.08	\$22.75	\$23.43	\$24.13	\$24.86	\$25.60	\$26.24	\$26.90
Customer Service Representative	U25	\$53,517	\$55,123	\$56,776	\$58,480	\$60,234	\$62,041	\$63,902	\$65,500	\$67,138
Parks Maintenance Tech I		\$25.73	\$26.50	\$27.30	\$28.12	\$28.96	\$29.83	\$30.72	\$31.49	\$32.28
Streets Maintenance Tech I										
Custodian Lead										
Accounting Tech – AP	U30	\$56,728	\$58,430	\$60,183	\$61,989	\$63,848	\$65,764	\$67,737	\$69,430	\$71,166
Accounting Tech - Utility Billing		\$27.27	\$28.09	\$28.93	\$29.80	\$30.70	\$31.62	\$32.57	\$33.38	\$34.21
CD Program Specialist										
Police Records Tech										
Purchasing/Inventory Specialist										
PW Administrative Assistant										
Storm/Sewer Tech I										
Utility Locator										
Judicial Process Specialist		U35	\$61,267	\$63,105	\$64,998	\$66,948	\$68,956	\$71,025	\$73,156	\$74,984
Meter Technician	\$29.46		\$30.34	\$31.25	\$32.19	\$33.15	\$34.15	\$35.17	\$36.05	\$36.95
Parks Administrative Associate										
Parks Maintenance Tech II										
Solid Waste Tech II										
Streets Maintenance Tech II										
Storm/Sewer Tech II										
Traffic Maintenance Worker II										
Traffic Control Systems Tech										
Small Equipment Mechanic	U40		\$64,943	\$66,891	\$68,898	\$70,965	\$73,093	\$75,286	\$77,545	\$79,483
Evidence Specialist		\$31.22	\$32.16	\$33.12	\$34.12	\$35.14	\$36.20	\$37.28	\$38.21	\$39.17
Parks Administrative Specialist										
Planning Administrative Specialist										
PW Administrative Specialist										
Police Administrative Specialist										
Senior Accounting Tech										
Senior Permit Tech										
WWTP Maintenance Tech I										
Cross Connection Control Specialist	U45	\$68,190	\$70,235	\$72,342	\$74,513	\$76,748	\$79,051	\$81,422	\$83,458	\$85,544
Parks Maintenance Lead I		\$32.78	\$33.77	\$34.78	\$35.82	\$36.90	\$38.01	\$39.15	\$40.12	\$41.13
Police Records Tech Lead										
Streets Maintenance Lead I										
Storm/Sewer Lead I										
Water Operations Tech II										
Construction Tech II										
Water Quality Specialist										
Facilities Maintenance Journeyman	U50	\$72,963	\$75,152	\$77,406	\$79,729	\$82,120	\$84,584	\$87,122	\$89,300	\$91,532
Industrial Waste/Pretreatment Technician		\$35.08	\$36.13	\$37.21	\$38.33	\$39.48	\$40.67	\$41.89	\$42.93	\$44.01
Mechanic										
Streets Maintenance Tech Lead II										
Storm/Sewer Tech Lead II										

2022 Classification	2022 Pay Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
Solid Waste Lead II										
Parks Maintenance Lead II										
WWTP Operator										
Construction Lead I										
Water Operator										
WWTP Maintenance Tech II										
Mechanic Lead II	U55	\$78,070	\$80,413	\$82,825	\$85,310	\$87,869	\$90,505	\$93,220	\$95,551	\$97,939
Senior Traffic Control Systems Tech		\$37.53	\$38.66	\$39.82	\$41.01	\$42.24	\$43.51	\$44.82	\$45.94	\$47.09
Construction Lead II										
Water Operations Lead II										
Water Quality Lead										
WWTP Maintenance Lead										
WWTP Operations Lead										
Utility Electrician										

- A.7 Prior Work Experience - New employees may be given credit for prior work experience in computing entry salary. Such experiences may qualify the employee to start at an advanced Step, up to Step 4, of the appropriate classification, with an additional adjustment up to and including Step 5 as the maximum, conditioned upon successful completion of the probationary period. For example, a qualified lateral employee may be hired at Step 4 as the starting salary, and then increased to Step 5 upon completing the probationary period. If the Employer is unable to hire a qualified candidate for a position at or below Step 4 and he needs to address a Pay Step greater than 4, the Employer shall meet, confer and bargain with the Union over the position and Pay Step before hiring a candidate to fill the position. Employees who have performed bargaining unit work within the prior twelve (12) months shall receive credit for such time worked in determining the employees initial Step as a regular employee, provided such work is comparable to the current position. Length of service for fringe benefits shall begin with the date of becoming a regular employee.
- A.8 Step Advancement - Advancement to the next step shall occur after twelve (12) months in the preceding Step. Denial of an advancement to Step 9 Merit Step for inadequate performance may be authorized by the Department Director, provided that the employee so affected is served with written notification in advance outlining the reasons. Retention of a merit step may be conditioned upon continued satisfactory performance and participating mandatory in-service training opportunities provided by the Employer, unless excused by the Department Director or his designee.
- A.9 The Employer has a process of Annual Employee Evaluations. During an employee's annual evaluation if the obtaining of, or retention of merit Step 9 is in doubt, the Supervisor will advise the employee of the reasons why he may not receive or continue to receive, merit pay and what action may be necessary on the part of the employee to correct their deficiencies. If during any year employee performance should jeopardize retention of merit pay, the employee will be counseled on what action may be necessary on the part of the employee and provided thirty (30) days to take the necessary action.
- A.10 Promotion - An employee who is promoted from one classification to another shall be placed into not less than the lowest pay Step of the higher classification which still provides for an increase higher than currently being received by the employee prior to the promotion; provided however, in no event shall the increase be less than two point five percent (2.5%) above the rate of the old position.

A.11 Longevity Pay - The following shall be the Longevity pay for employees covered by this Agreement. Increases shall become effective with the employee's anniversary date of employment and upon completion of an employee's fifth (5th) year of service.

05 -10 years	\$70.00 per month
11-15 years	\$95.00 per month
16 - 20 years	\$120.00 per month
21 and over	\$170.00 per month

A.12 Higher Classification: An employee who has been assigned by management to act in a temporary capacity in a higher classification shall be paid at the higher classification in the pay step, which is the lowest step in the higher classification that still provides a minimum five percent (5.0%) increase over the employee's regular rate of pay provided the employee has worked at least three (3) shifts and one (1) hour in such capacity following which they will be paid back to hour one (1). If no assignment has been made by management the most senior employee shall be assigned and receive the higher pay.

A.13 Leadperson - In the event the Employer establishes a leadperson position(s), the Employer and Union shall meet to establish the appropriate pay grade for such position.

A.14 The City agrees to give seasonal/temporary maintenance employees in Parks and Public Works who have performed satisfactorily and competently from the previous year the first right of refusal for seasonal positions available the following year. Former seasonal/temporary maintenance employees in Parks and Public Works will receive offers in order based on the following criteria: number of hours worked in the previous seasons and performance.

A.15 The City's hiring practices will remain as they historically have – the City will hire seasonal/temporary maintenance employees in parks and public works based on need, primarily for the period of March through October. The City, however, reserves the right to hire and manage the workforce based on operational needs throughout the year. The City will not terminate or decline to bring back in subsequent seasons a seasonal/temporary maintenance employee in parks and public works based solely on that worker reaching the three hundred forty seven (347) hour threshold and/or higher pay scale. The City may hire seasonal/temporary maintenance employees in parks and public works with the expectation that they will not work more than 1200 hours in a 12 month period.

A.15.1 The City agrees that seasonal/temporary maintenance employees in Parks and Public Works are to be used to supplement the fulltime work force, not supplant it. The City agrees that the type of work assignments performed by seasonal/temporary maintenance employees in Parks and Public Works will remain status quo.

A.16 Local 763 agrees that the initial fee for seasonal/temporary maintenance employees in Parks and Public Works will be spread evenly over four (4) months.

A.17 The City and Local 763 agree to use a rolling twelve (12) month period, rolling backwards, in determining whether a seasonal/temporary maintenance employee in Parks and Public Works has crossed the threshold of three hundred forty seven (347) hours or twelve hundred (1200) hours. The City and Local 763 agree that the first twelve (12) month rolling period will begin on June 1, 2016, and that hours worked by any seasonal/temporary maintenance employee in Parks and Public Works prior to June 1, 2016, will not count toward any threshold for crossing three hundred forty seven (347) or twelve hundred (1200) hours.

A.18 Both parties agree to meet and begin bargaining six (6) months prior to the expiration of

the collective bargaining agreement.

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

CITY OF MARYSVILLE, WASHINGTON

By _____
Scott Sullivan
Secretary-Treasurer

By _____
Jon Nehring
Mayor

Date _____

Date _____



CITY OF MARYSVILLE JOB DESCRIPTION

Job Title:	Custodian Lead
Department/Division:	Public Works/Support Services
Reports To:	Division Supervisor
FLSA Status	Non-exempt
Union Status:	Teamsters
Approval/Revision Date:	October 2021

POSITION SUMMARY

This position is responsible for coordinating the material, equipment, and personnel needs to perform the custodial duties within the Support Services Division of Public Works under the direction and supervision of the division manager/supervisor.

This position, under general supervision, performs the more complex tasks and/or a wider variety of responsibilities including 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. Performs and acts as Lead in the performance of City custodial duties.
2. Assists Supervisor in estimating time, material, equipment, and personnel needed to perform assigned work of the crew.
3. Assists Supervisor in preparing work schedules and assigning tasks to ensure completion of projects/tasks efficiently and on time.
4. Leads work of crew in the field to ensure that work is done properly and safely, including providing directions, instructions, and training to crew members, and reviewing their work.
5. Operates and maintains custodial equipment including: vacuums, steam cleaners, floor polishing equipment and others. Reports need for major repair to Supervisor.
6. 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.
7. Removes graffiti from interior walls and woodwork.
8. Cleans and empties trash and recycling containers.

9. Maintains janitorial supplies inventory, which may include driving to pick up and deliver supplies.
10. Locks and secures buildings at the end of shift to ensure building security.
11. When assigned, performs minor painting touch ups as needed.
12. Checks and replaces interior light bulbs through normal course of janitorial duties.
13. When assigned, may replace HVAC filters as needed.
14. May assist Supervisor in preparing annual budget related to assigned duties and crews.
15. Prepares, maintains, and updates charts, files, reports and other records related to assigned duties; submits work orders.
16. Tests and evaluates new products and custodial equipment.

Knowledge of:

- Cleaning methods, procedures and techniques.
- Cleaning materials, supplies and equipment.
- Maintenance procedures and processes related to assigned division.
- Basic principles and practices of leadership, including providing directions, instructions, and training to crew members, and reviewing their work.
- 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.
- Update and maintain records using related recordkeeping systems.
- Establish and maintain effective working relationships with co-workers, city staff, and the public.
- Direct the work of crew members, including giving instructions, providing equipment and job specific training as needed, reviewing work in-progress and as completed, and ensuring compliance with safety requirements.
- Provide excellent customer service, in sometimes stressful situations, to internal and external customers.
- 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.

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.

The City of Marysville is an Equal Opportunity Employer. Qualified applicants are considered for employment without regard to race, creed, color, sex, national origin, age, marital status, sexual orientation, or the presence of a non-job-related condition or disability.

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.