



GREG BROCKMEYER
Director of Administration

COUNTY OF DANE

DEPARTMENT OF ADMINISTRATION
Room 425 City-County Building
210 Martin Luther King Jr. Blvd.
Madison, WI 53703-3342

Phone: (608) 266-4941
Fax: (608) 266-4425 TTY WI Relay 711

Date: February 15, 2022

To: Personnel and Finance Committee

From: Greg Brockmeyer
Director of Administration

Subject: Approval to fill vacant Janitor position (#0390)

County Ordinance 29.52(15) requires the Personnel and Finance Committee and the County Executive to approve filling positions that are vacant longer than six (6) months. Position #0390, Janitor, has been vacant for longer than six months.

1) What is the nature of the work or what is the essential function?

This position provides cleaning services to county building including, but not limited to: trash removal, dusting, window and wall washing, furniture cleaning, dust mopping, wet mopping, vacuuming, and restroom cleaning in county facilities. This position also maintains outside building entrances, surrounding walkways/paths and grounds, including litter pick up, cutting grass and trimming shrubbery. When necessary, this position assists with snow removal. This position also performs minor maintenance duties like replacing light bulbs and checking operation of mechanical equipment.

2) How has the function been fulfilled without this position?

These duties have been addressed by other individuals in the Division. Facilities Management has 25.0 FTE Janitors and so coverage has been possible. However, the Division cannot continue to leave the position vacant.

3) What will be the impact on the Department's function and mission if the position remains vacant?

Facilities Management may not be able to offer the full array of cleaning services to all county buildings.