

The Municipal Building Commission (MBC) invites applications for the position of:

Utility Worker – Second Shift

Salary: \$18.87 - \$28.38/hour

NOTE: The salary range on this job posting represents the 2022 pay rate range. The 2023 pay rate range is currently being negotiated and will take effect on your date of hire upon reaching an agreement.

Closing December 29th @ 11:59PM

Job Type: Full Time, Non-Exempt

Location: Minneapolis City Hall/Hennepin County Courthouse in downtown Minneapolis.

The Position: The MBC is seeking a Utility Worker to take on a range of different responsibilities, including daily cleaning, room setups, deliveries, and emergency spill cleanup. This position works Monday-Friday, 4:00PM-12:00AM. This position receives a night shift differential of \$1.16 per hour in addition to the hourly rate listed above.

Job Duties and Responsibilities

- Performs general utility duties including:
 - Re-lamping
 - Striping and waxing floors
 - Power washing restrooms
 - Carpet and upholstery cleaning
 - Moving office furniture
 - Room set-up and take-down for events
 - Construction cleanup
 - Washing interior and exterior glass
 - Flood cleanup
 - Blood and body fluid cleanup
 - Raise and lower the building's flag
- Performs minor equipment maintenance.
- Performs grounds maintenance such as cleaning snow and ice from sidewalks.
- This position will serve as the team lead in the absence of the Foreperson. The acting Foreperson responsibilities include checking messages, emails, work orders, assigning extra duty, helping custodial staff if needed.
- Respond to emergency call-backs as scheduled for coverage. It will be expected that this position will share weekday and weekend on-call coverage.
- Performs other related duties as assigned.

Knowledge, Skills, and Abilities

Knowledge of:

- Appropriate safety procedures when cleaning; procedures, practices, materials, and equipment as well as their proper utilization in the care and maintenance of facilities and grounds.



Ability to:

- Perform basic repairs and operate tools or equipment used in routine maintenance.
- Use equipment and personal protective equipment in a proper and safe manner.

Minimum Education

- High school diploma or equivalent.

Minimum Experience

- Five years of related custodial experience preferred.
Demonstrate knowledge of cleaning procedures and practices.
- Ability to perform all physical, mental, and environmental job functions.
- Ability to understand spoken English and communicate effectively with public/building occupants.

Physical Requirements

- Prolonged periods standing.
- Must be able to bend, stoop, twist, push, pull, reach, kneel, crawl, squat, climb, and lift up to 50 pounds at a time.

About the MBC: The MBC has served as the steward for the historic Minneapolis City Hall and Hennepin County Courthouse (also referred to as the Municipal Building) since 1904. The MBC was created by Minnesota Statutes as an independent board for the exclusive care of the building.

Great Benefits: In addition to a competitive hourly rate, MBC employees receive a generous benefit package including paid time off, health and dental insurance, HRA/VEBA spending account, pension, deferred compensation, and much more.

The MBC promotes a supportive work environment through our commitment to the employee-developed **core values**:

- Integrity
- Communication
- Respect
- Teamwork
- Be a role model

Selection Process

The examination/selection process for this position may consist of a rating of training and experience, and a verbal or written exam. Since the examination selection process may consist of a rating of training and experience, it is to your advantage to be as complete and thorough on your application form and other support documentation/materials as is possible.

Background Check

Minneapolis Police Department and Hennepin County Sheriff's Office background checks are required for this position. Employees must achieve and maintain the background checks.

Medical Exam

After a conditional job offer, candidates will be required to pass a medical examination which includes a physical screening. A drug and alcohol test are part of the medical examination.

Union Representation

This position is represented by a collective bargaining agreement between the MBC and AFSCME, Minnesota Council No. 5 Local Union 9, AFL-CIO.

Probationary Period

This position will be required to serve a six (6) month probationary period.

How to Apply

Interested applicants should complete and submit the MBC employment application. Please submit a resume with your application. The MBC Employment application can be found here:

<http://municipalbuildingcommission.org/building-management/job-and-contracting-opportunities>