



CITY OF BETHLEHEM

10 East Church Street, Bethlehem, Pennsylvania 18018-6025

MAYOR'S OFFICE

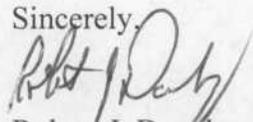
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bobdonchez10@gmail.com

Robert J. Donchez
Mayor

From: Robert J. Donchez, Mayor
To: President Reynolds
Date: June 10, 2015
Re: Open Position/R. Carp

I would appreciate it, if this would be placed on the June 16, 2015 agenda.

Thank you for your consideration.

Sincerely,

Robert J. Donchez
Mayor

Cc: A. Karras
R. Carp
City Council
W. Leeson

CITY OF BETHLEHEM
INTER-DEPARTMENTAL CORRESPONDENCE

SUBJECT: JOB VACANCY—BUILDINGS MAINTENANCE
TO: MAYOR DONCHEZ
FROM: RALPH E. CARP, DIRECTOR OF PARKS/PUBLIC PROPERTY
DATE: 10 JUNE 2015

Mayor,

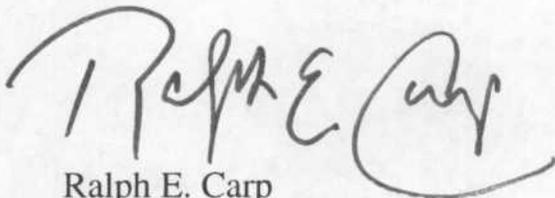
With the termination of a Buildings Maintenance Bureau employee, I now have a vacancy of a Custodian I position. This position is **approved in the 2015 budget** at a salary of \$39,353.18 **and warrants filling.**

This vacancy, if not filled, will affect the quality of cleaning care City Hall receives. There are **currently only *three* Custodians, all of who are part-time.** These three part-time employees are responsible for cleaning nearly **100,000 square feet** of City Hall on a daily basis.

A copy of the job description is attached for your reference. I thank you in advance for your support of this request.

Please contact me should you need any further information.

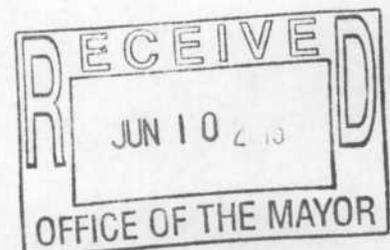
Thank you



Ralph E. Carp
Director of Parks and Public Property

Attached: Custodian I Job Description

Copy to: File
S. Dobson



CITY OF BETHLEHEM
DEPARTMENT OF PARKS & PUBLIC PROPERTY

JOB DESCRIPTION: CUSTODIAN

STATEMENT OF DUTIES:

Performs routine custodial maintenance duties including dusting, mopping, vacuuming, and cleaning restrooms; does related work as required.

JOB FEATURES: Duties and Responsibilities may include:

Dust chairs, tables, desks, window sills, etc. if cleared.
Dust and dry mop or wet-mop floors and stair wells.
Vacuum carpets.
Clean restrooms and restock paper and soap supplies.
Empty trash receptacles and bag trash for proper disposal.
Clean water fountains.
Clean elevator doors.
Clean entrance doors.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to perform manual work requiring efficient performance of cleaning tasks of a recurring nature.

Ability to execute simple tasks which follow a well established routine.

Ability to understand and follow verbal and written instructions.

Ability to operate vacuums and other related equipment.

Ability to safely use cleaning equipment and supplies.

REQUIREMENTS:

Ability to read and write.

Some knowledge of cleaning methods, materials and equipment is preferred.

Some building cleaning experience is preferred.

Must be able to work weekdays between the hours of 4 p.m. and 12-midnight.

RESOLUTION NO. 2015 -

WHEREAS, Resolution No. 2014-270 adopted December 16, 2014 imposed a freeze on all hires for all departments except Police, Fire and EMS and those positions required to be filled by contract, effective until December 31, 2015, and that any current open positions or any that become open will remain unfilled unless City Council approval is received.

NOW, THEREFORE BE IT RESOLVED by the Council of the City of Bethlehem that, in accordance with the provisions of Resolution No. 2014-270 adopted December 16, 2014, the following position is hereby approved to be filled:

Custodian
Parks and Public Property

Sponsored by: (s) _____

(s) _____

ADOPTED BY COUNCIL THIS DAY OF

(s) _____

President of Council

ATTEST:

(s) _____

City Clerk