

**RESOLUTION 2018-V**

**A RESOLUTION OF THE TOWN OF EATONVILLE, WASHINGTON  
AUTHORIZING THE EXECUTION OF A LETTER OF UNDERSTANDING  
WITH THE INTERNATIONAL BROTHERHOOD OF ELECTRICAL  
WORKERS, LOCAL 483, AS IT RELATES TO THE NEW POSITION OF A  
PART-TIME JANITORIAL POSITION**

**WHEREAS**, the International Brotherhood of Electrical Workers, Local 483, (IBEW) is the bargaining unit for the Town's employees; and

**WHEREAS**, the Town of Eatonville is in need of janitorial service; and

**WHEREAS**, the Town of Eatonville and IBEW have bargained the decision to create the new classification of Part-time Janitorial; now, therefore,

**THE TOWN COUNCIL OF THE TOWN OF EATONVILLE,  
WASHINGTON, HEREBY RESOLVES AS FOLLOWS:**

**THAT: :** The Town Council approves, and the Mayor is authorized to execute on behalf of the Town, the attached Letter of Understanding between the Town of Eatonville and International Brotherhood of Electrical Workers Local 483, as it relates to the new position of a Part-time Janitorial position.

PASSED by the Town Council of Town of Eatonville and attested by the Town Clerk in authentication of such passage this 13<sup>th</sup> day of August, 2018.

---

Mike Schaub, Mayor

ATTEST:

---

Kathy Linnemeyer, Town Clerk

## LETTER OF UNDERSTANDING

Between

THE TOWN OF EATONVILLE

And

**INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS LOCAL 483**

This letter of understanding is entered into pursuant to Section 1.2 of the Collective Bargaining Agreement ("CBA") between the Town of Eatonville ("Town" or "Employer") and the International Brotherhood of Electrical Workers, Local 483 ("Union") as it relates to the new position of Part-time Janitorial.

The Union and Employer have bargained the decision to create the new classification of Part-time Janitorial and have come to the following agreement:

- This classification shall be subject to all terms and conditions of the CBA with the following exceptions:
  - Article 11 – Health and Welfare Due to the limited number of hours worked this classification does not qualify for Employer provided Health and Welfare benefits. If the individual in this classification qualifies for the benefits of Article 11 as a result of increased work hours, then they shall have the option of participating.
  - Article 16.2 – Work Week Defined This is a part-time position and shall be scheduled to work no greater than twenty (20) hours per work week. The work week and hours worked shall be mutually agreed upon by the employee and employer and may include hours after the end of the traditional work day and weekend days.
- This classification shall become part of the classifications listed in Article 19.3 of the CBA and shall be compensated at a Grade 12 as provided for in the Wage Appendix of the CBA.

Any provisions in the CBA between the Town and the Union not mentioned in this LOU shall remain in full force and effect.

This LOU shall bind the Town of Eatonville only after authorized by the signature of the Mayor and the Union Business Manager.

Executed in multiple copies this \_\_\_\_ day of \_\_\_\_\_, 2018.

TOWN OF EATONVILLE

IBEW, LOCAL 483

\_\_\_\_\_  
Michael Schaub, Mayor

\_\_\_\_\_  
Alice A. Phillips, Business Manager

**TOWN OF EATONVILLE  
POSITION DESCRIPTION**

**POSITION: PART-TIME JANITORIAL**

**REPORT TO: TOWN ADMINISTRATOR**

**DEPARTMENT: FINANCE**

**DATE: July 2018**

**PREPARED BY: Abby Gribi**

**REVISED:**

**APPROVED:**

POSITION PURPOSE

Under the supervision of the Town Administrator this person will be responsible for the cleaning of Town owned facilities. Requires the use of Janitorial equipment scrubbers, waxers and buffers and other equipment used in custodial work. Work requires careful attention to detail in cleaning. This is an after-hours position of 16 hours per week.

JOB DUTIES and RESPONSIBILITIES

Typical duties (not intended to be all-inclusive)

1. Pick up litter from exterior entrance areas, interior stairways and hallways.
2. Empty/clean wastebaskets and trash containers.
3. Follow instructions regarding the use of chemicals and supplies. Use as directed.
4. Sweep, mop or vacuum all floors wall to wall; remove spots, gum, tar, etc.
5. Dust/clean all surfaces, within reach; dust spot clean lobby furniture.
6. Clean and sanitize restrooms/bathrooms using established practices and procedure.
7. Refill restroom dispensers; soap, hand towels, air fresheners, etc.
8. Occasionally use power equipment and hand tools; buffers, vacuums, mops and squeegees for the cleaning and general maintenance of floors, walls, carpets, furniture, etc.
9. Lock and unlock assigned buildings: secure buildings when facilities are not in use, checking for unlocked doors and windows, report any unauthorized occupants, turn off lights.
10. Record and report any difficulties with equipment or facilities.
11. Handle recycling materials.
12. Document work orders and execute as needed.
13. Report all low supplies to Town Administrator or designee.
14. Report all hazards to Town Administrator or designee.
15. Other duties as assigned.

MINIMUM QUALIFICATIONS

Required

- High school diploma or GED
- Ability to use janitorial equipment and tools properly and safely.
- Ability to work with minimal supervision.
- Ability to express ideas clearly and concisely verbally and in writing, in English.
- Recognize dirt and areas that need to be cleaned.
- Ability to establish and maintain effective working relationship with co-workers, supervisor, and the general public.
- Washington State driver's license.
- Work at times, involves physical strength and endurance.
- Must be able to lift up to 80 pounds.
- Ability to pass a comprehensive background investigation and record check.

Desirable

- Two or more years experience in performing custodial duties, knowledge of cleaning and general maintenance of vinyl and hardwood floors, knowledge of industrial chemicals and material safety data.

Town of Eatonville  
Effective January 1, 2018  
2% COLA

Range	Step A 00-06 Mo	Step B 07-12 Mo	Step C 13-24 Mo	Step D 25-36 Mo	Step E 37-48 Mo	Step F 49+
1	2,671	2,740	2,811	2,883	2,959	3,036
2	2,740	2,811	2,883	2,959	3,036	3,117
3	2,811	2,883	2,959	3,036	3,117	3,197
4	2,883	2,959	3,036	3,117	3,197	3,281
5	2,959	3,036	3,117	3,197	3,281	3,368
6	3,036	3,117	3,197	3,281	3,368	3,460
7	3,117	3,197	3,281	3,368	3,460	3,551
8	3,197	3,281	3,368	3,460	3,551	3,647
9	3,281	3,368	3,460	3,551	3,647	3,744
10	3,368	3,460	3,551	3,647	3,744	3,845
11	3,460	3,551	3,647	3,744	3,845	3,949
12	3,551	3,647	3,744	3,845	3,949	4,057
13	3,647	3,744	3,845	3,949	4,057	4,168
14	3,744	3,845	3,949	4,057	4,168	4,281
15	3,845	3,949	4,057	4,168	4,281	4,398
16	3,949	4,057	4,168	4,281	4,398	4,518
17	4,057	4,168	4,281	4,398	4,518	4,647
18	4,168	4,281	4,398	4,518	4,647	4,770
19	4,281	4,398	4,518	4,647	4,770	4,901
20	4,398	4,518	4,647	4,770	4,901	5,038
21	4,518	4,647	4,770	4,901	5,038	5,177
22	4,647	4,770	4,901	5,038	5,177	5,321
23	4,770	4,901	5,038	5,177	5,321	5,470
24	4,901	5,038	5,177	5,321	5,470	5,620
25	5,038	5,177	5,321	5,470	5,620	5,777
26	5,177	5,321	5,470	5,620	5,777	5,938
27	5,321	5,470	5,620	5,777	5,938	6,105