

Position Code: 4023	FLSA Status: Non-exempt
Pay Code: 1	EEO Category: 8

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to oversee custodial services for City buildings and facilities. The class is responsible for assigning and performing work in cleaning and maintaining offices, common areas, bathrooms, kitchens, and other areas or facilities. The class works within a general outline of work to be performed; develops work methods and sequences under general supervision.

TYPICAL TASKS	
<ul style="list-style-type: none"> • Inspects building and facility conditions and assigns tasks to Housekeepers; maintains time sheets and assists with accounting and payroll as required. • Cleans offices, bathrooms, kitchens, and other areas as assigned. • Vacuums, mops, strips and waxes floors. • Dusts surfaces, washes glass surfaces, cleans and polishes furniture and woodwork. • Replaces items such as light bulbs, paper towels, and hand soap. • Collects trash and recyclables; delivers to appropriate places for pick-up. • Cleans and picks-up outdoor areas. • Maintains cleaning or other supplies; orders, picks up, and delivers as needed. • Sets up rooms or facilities for special events such as meetings or banquets. • Monitors building and facility conditions and reports maintenance requirements as needed. • Performs other related duties as assigned. 	

GENERAL STANDARDS	
Data Involvement	Compares or inspects items against a standard.
Interpersonal/People Involvement	Gives information, guidance, or assistance to people to directly facilitate task accomplishment; may give instructions or assignments to helpers or assistants.
Reasoning Requirements	Performs coordinating work involving guidelines and rules but solves problems constantly.
Mathematical Requirements	Performs addition and subtraction, multiplication and division.
Language Requirements	Reads basic sentences, instructions, or work orders; writes basic sentences and completes uncomplicated job forms; speaks sentences using basic grammar.
Mental Requirements	Performs clerical and manual tasks prescribed by standard practices but which may require computation, the use of several procedures, and the use of independent judgment with obvious choices; requires normal attention for accurate results.
Decisions/Supervisory Control	Guides others making a few decisions, affecting the individual and a few coworkers.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS	
Vocational/Educational Requirement	Requires a HSD, GED OR specialized vocational training.
Experience	In addition to satisfying the vocational/educational standard, this class requires a minimum of three months of related, full-time equivalent experience.
Special Certifications and Licenses	May require a valid driver's license and a driving record that is in compliance with City Driving Standards.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.

Updated 04/28/15