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| Job Class Code: 4020 | FLSA Status: Non-exempt |
| Pay Basis: Hourly | EEO Category: 8 |

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to provide custodial services for City buildings and facilities. The class is responsible for cleaning and maintaining offices, common areas, bathrooms, kitchens, and other areas or facilities. The class works according to some procedures but decides how and when to do things under general supervision.

| TYPICAL TASKS | |
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| <ul style="list-style-type: none"> • 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. • Performs other related duties as assigned. | |

| GENERAL STANDARDS | |
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| Data Involvement | Compares or inspects items against a standard. |
| Interpersonal/People Involvement | Follows instructions and orders of supervisor and may lead or supervise others. |
| Reasoning Requirements | Performs semi-routine work solving occasional problems. |
| Mathematical Requirements | Performs basic addition and subtraction, such as making change or measuring. |
| 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 simple, repetitive manual or operating tasks following a few definite procedures; performs minor short term planning; requires little attention for accurate results. |
| Decisions/Supervisory Control | Makes a few decisions, affecting only the individual; may guide or lead others requiring frequent decisions. |

| EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS | |
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| Vocational/Educational Requirement | Requires instruction that is sufficient for satisfactory job performance. |
| Experience | None |
| 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 | |
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| <p>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.</p> | |

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.