

Class Title: Custodian

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Cleans and sanitizes the interior facilities. Maintains the exterior of facilities. Performs administrative duties. Performs other duties as needed.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code	ESSENTIAL FUNCTIONS
1 M	Cleans and sanitizes interior facilities by spot cleaning floors and carpets, vacuuming, sweeping, mopping, stripping, buffing and waxing floors, painting, repairing locks and doors, performing light maintenance, replacing light bulbs, cleaning and disinfecting restrooms, polishing furniture, replenishing paper products, soaps and deodorant sprays, washing windows, walls, window sills, mirrors and doors, emptying and cleaning trash receptacles and ash trays and occasionally assisting with laundry.
2 M	Maintains the exterior of facilities by cleaning and sweeping driveways, walkways and grounds, picking up trash and debris, washing vehicles, mowing lawns, inspecting and ensuring cleanliness of garbage containers, maintaining flower beds, shrubs and plants and cleaning drains.
3 S	Performs administrative duties by meeting with vendors, reordering supplies, maintaining log books, invoices and requisitions and generating reports, supervising work release, community service and temporary employees, assigning personnel to general cleaning, care and security of buildings and facilities, providing training of safety precautions in the use and storage of cleaning chemicals and materials, providing training in proper job functions, overseeing the moving of office furniture, equipment and providing set-ups for meetings and conferences.
4 M	Performs other duties by providing back-up support in garbage pick-ups and special assignments, moving furniture, unloading freight, running errands, reporting plumbing, theft and security problems, maintaining inventory, making up work schedules, performing after hours on call for dead animal pick up and special collections, assisting personnel with lifting and carrying heavy items, receiving and delivering stock, removing snow, collecting checks, guard mail and supplies, delivering and receiving mail, carrying books to shop, maintaining electrical mechanical systems, operating gates and inspecting for correct operations.
5 M	Performs emergency weather recovery by assisting in the removal operations for ice, snow, and storm debris.

City of Norfolk, Virginia Classification Specification 700920

CSC Adopted: October, 2001 CSC Revised: April, 2006

CLASS REQUIREMENTS:

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Formal Education / Knowledge	Work requires the ability to read and understand written instructions, to understand simple processes and the routine operation of machines. Level of knowledge equivalent to less than high school or equivalency.
Experience	No experience required.
Certifications and Other Requirements	N/A
Reading	Work requires the ability to read safety procedures, chemical warnings and manuals.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write a supply list, caution notes and notes to co-workers.
Managerial	N/A
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers, or temporary employees.
Complexity	Normal tasks require use of definite procedures, with little deviation. Work requires little analysis or judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations.

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OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	Medium X	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	While cleaning and stocking
Sitting	O	Writing notes, answering telephones
Walking	C	To/from various work areas within the facility
Lifting	O	Stocking supplies, equipment
Carrying	O	Stocking supplies, equipment
Pushing/Pulling	F	Vacuum, utility cart
Reaching	F	Supplies
Handling	O	Cleaning chemicals, equipment
Fine Dexterity	O	Writing
Kneeling	O	To clean, vacuum, or pick up items
Crouching	O	To clean, vacuum, or pick up items
Crawling	N	
Bending	F	Stocking supplies, picking up trash
Twisting	O	To reach difficult areas, stocking supplies
Climbing	O	Ladder, stairs
Balancing	O	On ladder, stairs
Vision	C	Reading manuals, cleaning
Hearing	C	Communicating with personnel, visitors
Talking	F	Communicating with personnel, visitors
Foot Controls	F	Operate vacuum
Other (specify)	N	

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Vacuum, buffer, industrial washer and dryer, cleaning supplies, hand tools, telephone, broom, ladder, lawn mower, weed eater

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	D
Chemical Hazards	D	Extreme Temperatures	S
Electrical Hazards	N	Noise and Vibration	D
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	D	Darkness or Poor Lighting	N
Physical Danger or Abuse	D		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	O
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	N
Performing Multiple Tasks Simultaneously	O
Working Closely with Others as Part of a Team	R
Tedious or Exacting Work	N
Noisy/Distracting Environment	O
Other (see 3 below)	N

- (3)