

POSITION DESCRIPTION (Please Read Instructions on the Back) *PD 03063*

2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment Explanation (Show any positions replaced)		3. Service <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Other		4. Employing Office Location		5. Duty Station		1. Agency Position No. NAVFAC 11	
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel <input type="checkbox"/> Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CRI)		11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither	
12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 3-Critical <input type="checkbox"/> 4-Special Sensitive		13. Competitive Level Code		14. Agency Use NAF POS		15. Classified/Graded by Official Title of Position		Pay Plan Occupational Code Grade	

15. Classified/Graded by Official Title of Position		Pay Plan		Occupational Code		Grade		Initials Date	
a. Office of Personnel Management									
b. Department, Agency or Establishment									
c. Second Level Review		CUSTODIAL WORKER		NA		3566		02 <i>UB 4-17-03</i>	
d. First Level Review									
e. Recommended by Supervisor or Issuing Office									

16. Organizational Title of Position (if different from official title)
 CUSTODIAL WORKER (JANITORIAL)

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment
 DEPARTMENT OF THE NAVY

a. First Subdivision

b. Second Subdivision

c. Third Subdivision

d. Fourth Subdivision

e. Fifth Subdivision

Signature of Employee (optional)

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
 ANNE-MARIE JONES

Signature _____ Date _____

Signature *Anne Marie Jones* Date *3/18/03*

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

Typed Name and Title of Official Taking Action
 E. LANIER-BALLENGER, PRINCIPAL CLASSIFIER

Signature *E. Lanier-Ballenger* Date *4-17-03*

23. Position Review	Initials	Date								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks

25. Description of Major Duties and Responsibilities (See Attached)

PD NBR: NAVFAC 11

CLASSIFICATION: CUSTODIAL WORKER NA-3566-02

ORG TITLE: CUSTODIAL WORKER (JANITORIAL)

INTRODUCTION

This position is located in the Visitors Quarters (VQ) operation at *NAME OF COMMAND*. The purpose of this position is to perform custodial services in transient, permanent party and common use areas. The work requires primarily physical effort and abilities that involves little or no specialized skill.

MAJOR DUTIES

Cleans all lobbies, passageways, stairwells, laundry rooms, public restrooms and other common use areas in and around buildings. Performs custodial duties as required inside and outside of buildings including, but not limited to trash/garbage removal, sweeping, dusting, mopping and washing walls/windows.

Loads, unloads and relocates heavy, bulky items such as furniture, supplies and linen using dollies, hand trucks, golf carts or by hand.

Operates limited power equipment such as vacuum cleaners, pressure washer, buffer and carpet cleaner.

Assists Building Manager in conducting quarterly inventories.

Assists the Linen Clerk as needed.

Performs other custodial tasks that are not of sufficient importance or duration to be included as a regular part of other specified jobs.

Performs all other related duties as assigned.

SKILLS AND KNOWLEDGE

A general knowledge of cleaning procedures, cleaning equipment, commonly used chemicals (including MSDS) and basic safety is required.

Must be able to communicate clearly and effectively both verbally and in writing with management, staff and guests.

Must have the ability to do the work with normal supervision.

RESPONSIBILITY

The incumbent performs duties under the direct supervision of the Housekeeping Supervisor who assigns work, approves leave and evaluates performance of the incumbent. Work is spot-checked on a daily basis via documented inspection reports. Work is evaluated in terms of quality, efficiency and adherence to established standards and procedures. Work is performed independently and is generally repetitive in nature. Guidance and assistance must be requested for unusual problems or unprecedented situations.

PHYSICAL EFFORT

This position is required to do considerable standing, bending, walking, pushing, pulling and climbing. Must have ability to perform moderately strenuous physical labor as unassisted lifting, moving and carrying of supplies and equipment weighing over 50 pounds is required. May be required to climb/descend stairs and properly placed stepladders.

WORKING CONDITIONS

Work is primarily performed indoors in areas that normally have adequate heat, light and ventilation. Some facilities will require exposure to outdoors, as access to rooms is from the outside, resulting in exposure to weather conditions. The incumbent is exposed to dirt, disagreeable odors and skin/eye irritants from strong cleaning solutions used in stripping floors and household cleaners. Personal Protective Equipment (PPE) is provided, used and if issued, worn appropriately.

SPECIAL REQUIREMENTS

This position is subject to the possibility of workdays on weekends and holidays. In order to verify fitness for duty, a complete physical examination at a military medical facility may be required.

Must possess a valid state driver license, as travel to other VQ facilities may be required within the normal scope of duties.

This position is subject to completion of a satisfactory background check and/or National Agency Check (NAC) in accordance with NAVFAC policy.

The incumbent is expected to work towards and obtain certification in housekeeping/custodial services.