



Convention Center Maintenance Worker #00292

City of Virginia Beach – Job Description

Date of Last Revision: November 12, 2025

FLSA Status: Non-Exempt

Pay Plan: General

Grade: 14

City of Virginia Beach Organizational Mission and Values

The City of Virginia Beach exists to enhance the economic, educational, social, and physical quality of the community and provide sustainable municipal services which are valued by its citizens.

The City of Virginia Beach organization is based upon a belief in the democratic process of government. This belief provides meaningful ways for citizens, reflecting the diversity of our City, to contribute to the development of public policy. This process is enhanced by organizational values which guide member performance within the Virginia Beach Quality Service System. These values define our desired organizational culture. We value quality customer service; teamwork; leadership and learning; integrity; commitment; and inclusion and diversity.

Class Summary

Set up and tear down portable furnishings and equipment required to service events; operate forklifts and movable seating platforms; perform janitorial duties including heavy cleaning and operating motorized floor cleaning equipment. Position requires periods of sustained labor, and ability to work a flexible schedule based on operational needs.

Representative Work Functions and Responsibilities

- Move and place large quantities of facility equipment and furnishings such as tables & table skirting, chairs, stages, risers, steps, wall panels, coat racks, dance floors and seating platforms in support of scheduled events. Tear down facility equipment and

furnishings and return all items to appropriate locations, ensuring items are clean and operable for future use, and/or reporting any damage to supervisor.

- Perform janitorial functions such as vacuum, spot clean and extract carpets; sweep; wash walls, windows, woodwork, and countertops; polish and dust furniture; clean and stock restrooms; remove and recycle trash, high and low dusting of ledges, clean loading docks, entry ways, doors, elevators, escalators, stairwells.
- Maintain facility cleanliness and proper equipment set-up during scheduled events.
- Operate and maintain facility equipment and systems such as forklifts, operable walls, scissor lift, telescopic seating platforms and other event related equipment.
- Operate and maintain housekeeping equipment such as standard and motorized ride-on vacuums, carpet cleaner's (spotters), carpet sweepers, auto-scrubbers, pressure cleaners and chemical applicators.
- Operate and maintain material handling equipment and vehicles to support general operations.
- Read and understand scale drawings of facility floor plans and event documents in order to set and prepare facility spaces for events according to event work orders.
- Support facility Leadership in Energy and Environmental Design (LEED) certification by focusing on environmental sustainability and conservation of resources.
- Must be able to push, pull, lift, carry and move objects weighing in excess of 50 pounds.
- Proficient in the use of computer applications for training, work orders and documentation.
- Provide face-to-face customer service to facility users and guests.
- Possess good written and oral communication skills to communicate clearly and concisely.
- Must be able to work in various conditions such as outdoors, inclement weather, low light, at heights of 40' and perform physical activity such as walking and standing for extended periods, repetitive bending, kneeling, stooping, pulling, crawling, lifting, dragging, moving, climbing, and working in cramped spaces.
- Move equipment and furnishings in a safe, efficient manner.
- Use cleaning supplies and chemicals in a safe, efficient manner.
- Perform other job duties requiring skills, knowledge and physical requirements as demanded by those duties described or less. Individual assignments will be determined by the supervisor based on the current workloads and department needs.

Performance Standards

- Accurately set up a variety of room spaces.
- Effectively perform heavy cleaning tasks in public assembly facility.

- Proper use and maintenance of specialized equipment to set-up and tear down equipment.
- Consistently follow proper safety procedures.
- Effectively communicate with clients and public to answer questions in a tactful manner.
- Proficient in the use of technology to complete job assignments.

Minimum Qualifications

Requires completion of a standard grade school course, plus one (1) year experience in fields providing the required knowledge, skills and abilities and associated with positions such as banquet captain, exhibitor services, stagehand, production technician, stocker, warehouse worker, janitor, or custodian; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

Preferred Qualifications

- High School diploma or GED.
- A current and valid driver's license.

Special Requirements

- Must be able to work a flexible schedule to include early mornings, days, evenings, overnight, weekends, holidays, extended work shifts and extended number of days as dictated by operational needs.
- Successful completion of a pre-employment physical.
- This is a safety sensitive position and is subject to mandatory drug testing, as well as an annual physical exam. Positive drug test results may result in counseling and/or discipline, up to and including, termination.
- This position requires that incumbents wear and maintain appropriate personal protective equipment such as, but not limited to, steel toed shoes, safety glasses, gloves, or other designated safety attire and equipment in designated areas of risk. Specific requirements will be determined and communicated by the employee's supervisor based on position assigned.
- Positions within this class have been designated as Alpha I positions requiring employees to work during inclement weather, regardless of the City's operational status.
- Must complete training and obtain certification in Defensive Driving; First Aid/CPR/AED; Forklift and Trained Crowd Manager by the end of the probationary period. Certifications must be maintained for the duration of employment in this classification.

Working Conditions

Working conditions are intended to provide a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of positions in the noted job title. A more detailed description will be made available at the position (PCN) level both internally and externally with all posted open positions.

NOTE: Per HR Policy 6.19, Americans with Disabilities, the City follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The City shall not discriminate on the basis of disability in its hiring and employment practices. The City shall make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the City's business.

DISCLAIMER:

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.