



Maintenance Worker #00310

City of Virginia Beach – Job Description

Date of Last Revision: December 1, 2025

FLSA Status: Non-Exempt

Pay Plan: General

Grade: 15

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

Perform a variety of maintenance and heavy manual labor work related to the City infrastructure, repair, and maintenance requiring the utilization of specific skills.

Representative Work Functions and Responsibilities

- Clean, install and repair culverts, catch basins, and other drainage structures to provide required drainage. Check and clean manholes and sewer drains/pumps.
- Remove snow from roads and spread sand and cinders on icy roads. Pour and finish concrete, and repair and/or install sidewalks, curbs and gutters.

- Assist in surface treatment of streets to provide safe riding surface; patch potholes and roadways to provide a safe riding surface; shovel and rake bituminous concrete to make necessary road repairs.
- Occasionally operate light automotive equipment and specialized maintenance/construction equipment, such as, concrete saw, pipe saw, etc.
- Assist in laying and repairing leaks in sewer pipes and mains; assist in caulking joints and unstop clogged sewers.
- Perform a variety of manual work in connection with the maintenance and construction of streets, driveways, sidewalks, sewer lines, mowing, tree and brush removal, edging of curbs, and litter and snow removal.
- 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

Properly perform maintenance and construction of various Public Works facilities and structures as directed by immediate supervisor.

Minimum Qualifications

Completion of 7th grade plus one (1) year of experience in fields, such as municipal public works maintenance or construction, utilizing the required knowledge, skills, and abilities; or any combination of experience and training which provides the required knowledge, skills, and abilities.

Special Requirements

- All employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.
- May require a valid driver's license.
- This position may require 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.
- This is a safety sensitive position and is subject to mandatory drug testing. Positive drug test results may result in counseling and/or discipline, up to and including, termination.

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.