

**CLASS TITLE: CUSTODIAL CONTRACT INSPECTOR**

**PURPOSE OF THE CLASSIFICATION:** Under general supervision inspects custodial services under contract with the City of Tulsa; and other related assigned duties.

**ESSENTIAL TASKS:**

- Performs inspection of buildings and facilities for janitorial services
- Completes various daily reports and logs, and related paperwork
- Inspects buildings and facilities and reports inadequacies to supervisor for further action
- Performs random inspection of buildings to assure customer is serviced per contract specifications
- Attends various meetings with customers, contractors, and supervisor to discuss contract issues
- Must report to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

**QUALIFICATIONS:**

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED), plus three (3) years of progressively responsible experience involving related inspection work; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Good knowledge of janitorial services. Ability to write legibly; ability to follow verbal and written instructions; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a two-way radio and telephone; occasional lifting, carrying, and pulling up to 5 pounds; may be subject to walking, standing, reaching, balancing, bending, kneeling, handling, feeling, smelling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License.

**WORKING ENVIRONMENT:** Working environment is primarily indoors and occasionally outdoors.

**Class Code: 8542**

**EEO Code: N-05**

**Pay Code: OT-15**

**Group: Engineering, Planning, and Technical**

**Series: Inspection**

**Effective Date: November 18, 1999**