



Code: 4285
Family: Facilities
Service: Operation and Construction
Group: Building Maintenance and Operation
Series: Custodial

CLASS TITLE: WINDOW WASHER

CHARACTERISTICS OF THE CLASS

Under supervision, washes and cleans windows, partitions, doors, glass walls/curtains, and other glass surfaces in the interior and exterior of buildings, and performs related duties as required

ESSENTIAL DUTIES

- Reads work orders to assess work required and determine equipment and materials needed
- Prepares cleaning solutions such as ammonia to wash windows and other glass surfaces
- Uses appropriate tools such as standard and extension poles, scrub mops, squeegees, and soft hair brushes to clean, wash, wipe down and dry glass surfaces and frames
- Performs window washing and cleaning work at ground level and from various building heights, including buildings up to five stories in height
- Uses specialized equipment to perform work including extension ladders, safety belts and harnesses, stages, scissor lifts, and articulated booms
- Notifies the foreman of broken windows and other broken glass surfaces that present safety hazards
- Attends safety training classes and applies safety techniques and procedures in performance of window washing and cleaning work operations
- Removes and re-hangs drapes, blinds, and shades after cleaning windows
- Prepares work activity reports
- Loads, transports, and unloads equipment and supplies

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Two years of professional residential or commercial window washing work experience OR two years of experience performing labor, custodial or maintenance work requiring working from heights
- Must be able to work at heights above ground level

Licensure, Certification, or Other Qualifications

- Some positions may require a valid State of Illinois Driver's License

WORKING CONDITIONS

- Exposure to outdoor weather conditions
- Perform work in interior and exterior of buildings
- Work performed at various heights above ground level

EQUIPMENT

- Communication equipment (e.g., two-way radio, pager system)
- Window washing equipment (e.g., scissor lifts, articulated boom, extension poles, scrub mops, squeegees, ladders, mop buckets)
- Personal protective equipment (e.g., shoes, glasses, gloves, safety harnesses)

PHYSICAL REQUIREMENTS

- Substantial lifting (up to 50 pounds) is required
- Ability to stand for extended or continuous periods of time
- Ability to move one's hands and arms to grasp or manipulate objects
- Ability to climb staircases, ladders, and/or step stools
- Ability to tolerate heights while working

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Some knowledge of:

- window washing supplies, equipment, and techniques
- applicable safety principles and practices

Knowledge of applicable City and department policies, procedures, rules, and regulations

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- EQUIPMENT SELECTION - Determine the kind of tools and equipment needed to do a job

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
March, 2011

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