

**CITY OF RICHMOND  
 FACILITIES MAINTENANCE DIVISION  
 UTILITY UNIT  
 NOVEMBER 2025 WORK SCHEDULE**



Monday, November 3, 2025 to Friday, November 7, 2025		ACTING SUPERVISOR	FACILITIES MAINTENANCE WORKER I	FACILITIES MAINTENANCE WORKER I	FACILITIES MAINTENANCE WORKER I	FACILITIES MAINTENANCE WORKER II	TOTAL HOURS					
<b>Tasks</b>	<b>Work Locations</b>	<b>40</b>	<b>40</b>	<b>40</b>	<b>40</b>	<b>40</b>	<b>40</b>	<b>40</b>	<b>40</b>	<b>40</b>	<b>40</b>	<b>400</b>
Janitorial Services	City Hall	20							40			60
Janitorial Services	C.S.B	1						40				41
Janitorial Services	Communications											0
Janitorial Services	Police Dept		40			40					40	120
Janitorial Services	Main Library, E&T and Senior Center				40							40
Janitorial Services	Swim Center, Recreation Complex, Booker T, Senior Annex, Bayview Library						40					40
Janitorial Services	Shields Reid, May Valley, Par Chester, Parks, DPRC			40								40
Janitorial Services	Nevin, Pt Richmond Library/Center, Port, Corp Yard, Fire Training Center										30	30
Janitorial Services	Plunge and Housing Authority										10	10
Repair	Corp Yard											0
Building Systems	Civic Center											0
Building Systems	Police Station											0
Building Systems	Port											0
Building Systems	Libraries											0
Building Systems	Community Centers											0
Building Systems	Various											0
Management/ Scheduling/ Meetings	Corp Yard	10										10
Procurement	Corp Yard	6										6
Timesheets	Corp Yard	3										3
Leaves	N/A											0
Training	Various											0
Overtime							12		12			24
<b>Total (Hours)</b>		<b>40</b>	<b>40</b>	<b>40</b>	<b>40</b>	<b>40</b>	<b>52</b>	<b>40</b>	<b>52</b>	<b>40</b>	<b>40</b>	<b>424</b>

**CITY OF RICHMOND  
 FACILITIES MAINTENANCE DIVISION  
 UTILITY UNIT  
 NOVEMBER 2025 WORK SCHEDULE**



Monday, November 10, 2025  to  Friday, November 14, 2025		ACTING SUPERVISOR	FACILITIES MAINTENANCE WORKER I	FACILITIES MAINTENANCE WORKER II	TOTAL HOURS								
Tasks	Work Locations	40	40	40	40	40	40	40	40	40	40	40	400
Janitorial Services	City Hall	15								32			47
Janitorial Services	C.S.B	3						32					35
Janitorial Services	Communications												0
Janitorial Services	Police Dept		32				32				32		96
Janitorial Services	Main Library, E&T and Senior Center				32								32
Janitorial Services	Swim Center, Recreation Complex, Booker T, Senior Annex, Bayview Library							8					8
Janitorial Services	Shields Reid, May Valley, Par Chester, Parks, DPRC Nevin, Pt Richmond			32									32
Janitorial Services	Library/Center, Port, Corp Yard, Fire Training Center											25	25
Janitorial Services	Plunge and Housing Authority											7	7
Repair	Corp Yard												0
Building Systems	Civic Center												0
Building Systems	Police Station												0
Building Systems	Port												0
Building Systems	Libraries												0
Building Systems	Community Centers												0
Building Systems	Various												0
Management/ Scheduling/ Meetings	Corp Yard	10											10
Procurement	Corp Yard	2											2
Timesheets	Corp Yard	2											2
Leaves	N/A	8	8	8	8	8	32	8	8	8	8	8	104
Training	Various												0
Overtime					4						8	8	20
<b>Total (Hours)</b>		40	40	40	44	40	40	40	40	40	48	48	420

**CITY OF RICHMOND  
 FACILITIES MAINTENANCE DIVISION  
 UTILITY UNIT  
 NOVEMBER 2025 WORK SCHEDULE**



Monday, November 17, 2025  to  Friday, November 21, 2025		ACTING SUPERVISOR	FACILITIES MAINTENANCE WORKER I	FACILITIES MAINTENANCE WORKER I	FACILITIES MAINTENANCE WORKER I	FACILITIES MAINTENANCE WORKER II	TOTAL HOURS					
Tasks	Work Locations	40	40	40	40	40	40	40	40	40	40	400
Janitorial Services	City Hall	20							40			60
Janitorial Services	C.S.B	4						40				44
Janitorial Services	Communications											0
Janitorial Services	Police Dept		40			40				40		120
Janitorial Services	Main Library, E&T and Senior Center				40							40
Janitorial Services	Swim Center, Recreation Complex, Booker T, Senior Annex, Bayview Library						40					40
Janitorial Services	Shields Reid, May Valley, Par Chester, Parks, DPRC Nevin, Pt Richmond			40								40
Janitorial Services	Library/Center, Port, Corp Yard, Fire Training Center										30	30
Janitorial Services	Plunge and Housing Authority										10	10
Repair	Corp Yard											0
Building Systems	Civic Center											0
Building Systems	Police Station											0
Building Systems	Port											0
Building Systems	Libraries											0
Building Systems	Community Centers											0
Building Systems	Various											0
Management/ Scheduling/ Meetings	Corp Yard	10										10
Procurement	Corp Yard	4										4
Timesheets	Corp Yard	2										2
Leaves	N/A											0
Training	Various											0
Overtime			8	4	6						4	22
<b>Total (Hours)</b>		40	48	44	46	40	40	40	40	40	44	422

**CITY OF RICHMOND  
 FACILITIES MAINTENANCE DIVISION  
 UTILITY UNIT  
 NOVEMBER 2025 WORK SCHEDULE**



Monday, November 24, 2025  to  Friday, November 28, 2025		ACTING SUPERVISOR	FACILITIES MAINTENANCE WORKER I	FACILITIES MAINTENANCE WORKER I	FACILITIES MAINTENANCE WORKER I	FACILITIES MAINTENANCE WORKER II	TOTAL HOURS					
Tasks	Work Locations	40	40	40	40	40	40	40	40	40	40	400
Janitorial Services	City Hall	8							24			32
Janitorial Services	C.S.B	3						16				19
Janitorial Services	Communications											0
Janitorial Services	Police Dept		24			24				24		72
Janitorial Services	Main Library, E&T and Senior Center				24							24
Janitorial Services	Swim Center, Recreation Complex, Booker T, Senior Annex, Bayview Library						24					24
Janitorial Services	Shields Reid, May Valley, Par Chester, Parks, DPRC Nevin, Pt Richmond			24								24
Janitorial Services	Library/Center, Port, Corp Yard, Fire Training Center										16	16
Janitorial Services	Plunge and Housing Authority										8	8
Repair	Corp Yard											0
Building Systems	Civic Center											0
Building Systems	Police Station											0
Building Systems	Port											0
Building Systems	Libraries											0
Building Systems	Community Centers											0
Building Systems	Various											0
Management/ Scheduling/ Meetings	Corp Yard	8										8
Procurement	Corp Yard	3										3
Timesheets	Corp Yard	2										2
Leaves	N/A	16	16	16	16	16	16	24	16	16	16	168
Training	Various											0
Overtime			16				8			8	6	38
<b>Total (Hours)</b>		40	56	40	40	40	48	40	40	48	46	438