

JANITOR

DISTINGUISHING FEATURES OF THE CLASS:

This is routine manual work which involves responsibility for efficient and economical performance of cleaning and minor maintenance tasks. Work is carried out in accordance with established procedures. Work is performed under the general supervision of a higher level employee. Supervision may be exercised over subordinate personnel.

TYPICAL WORK ACTIVITIES:

1. Sweeps and mops floors and stairs, vacuums rugs; waxes and buffs floors;
2. Washes windows, walls, woodwork, waterclosets, tubs and bowls;
3. Polishes furniture, dusts woodwork, furniture and other articles;
4. Empties wastebaskets and disposes of rubbish;
5. Sets up rooms for special lectures, meetings and displays;
6. Sets up visual aids and related equipment;
7. Checks heating systems for proper operation;
8. Replaces light bulbs, towels and other hygiene supplies;
9. Oils and greases mechanical equipment;
10. Moves equipment, loads and unloads trucks;
11. Makes minor repairs to buildings, building equipment and furniture;
12. Performs snow and ice control activities on walks and paths;
13. Runs miscellaneous errands;
14. Repairs plumbing fixtures and executes minor carpentry and electrical repairs;
15. May operate groundskeeping equipment as necessary;
16. May perform minor painting duties;
17. May make tour of buildings and grounds for security check and possible malfunctioning of facilities;
18. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of building cleaning practices, supplies and equipment and ability to use them efficiently and economically; ability to make minor plumbing, electrical, carpentry and mechanical repairs; ability to perform a variety of routine maintenance tasks; ability to understand and carry out oral and written directions; ability to supervise the work of others; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

One (1) year of building cleaning or maintenance experience or any equivalent combination of training and experience.

SV4407

REVISED: 10/24/77
02/08/82
11/19/82
06/11/85
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