

CLASS TITLE:

JANITOR

Class Code: 02162200

Pay Grade: 09A

EO Code: H

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To do cleaning, custodial and simple maintenance work in a public building or state institution; and to do related work as required.

SUPERVISION RECEIVED: Duties are assigned individually in detail; work is closely supervised while in process and reviewed upon completion for overall efficiency and effectiveness.

SUPERVISION EXERCISED: Usually none.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To clean (sweep, strip, dust, scrub, mop, wash or vacuum) polish or wax floors, walls, windows, woodwork, furniture and equipment in offices, halls, wards, staff quarters, dining rooms, kitchens, bathrooms, restrooms, operating rooms and laboratories.

To clean plumbing fixtures.

To collect and burn trash.

To collect and dispose of garbage and other wastes.

To move, or assist in moving, furniture and equipment.

To service water coolers and iceboxes.

As directed, to spray, fumigate or otherwise exterminate vermin and rodents.

To provide washrooms with soap, towels and other necessary supplies.

Occasionally, to do minor repair work on buildings or equipment or to assist a maintenance man in such work.

To run errands.

To maintain watch over property and grounds.

To clean sidewalks and perform manual labor in connection with lawn and garden maintenance.

Occasionally, to operate passenger and freight elevators.

To operate buffer and floor scrubbing machines.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the equipment and methods used in cleaning and custodial work; the ability to understand and carry out simple verbal directions; and related capacities and abilities.

EDUCATION

EDUCATION: Sufficient to follow simple verbal directions.

SPECIAL REQUIREMENT: At the time of appointment must be physically qualified to perform assigned duties as evidenced by physician's certificate.

Class Revised: April 27, 1986

Editorial Review: 3/15/03