

CLASS TITLE:

SENIOR JANITOR

Class Code: 02162300

Pay Grade: 12A

EO Code: H

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the cleaning, custodial work, and maintenance in a moderate-sized public building, and to supervise, when necessary, a small group of employees engaged in such work; or to assist in supervising the work of a group of subordinates engaged in cleaning, custody, and routine maintenance of a large public building; and to do related work as required.

SUPERVISION RECEIVED: General assignments of duties are made by a superior; specific assignments are made occasionally; work is reviewed upon completion and while in process.

SUPERVISION EXERCISED: May exercise direct supervision over a small group of subordinates, making specific assignments and reviewing work during process and upon completion; often works on same assignments with subordinates.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the cleaning, custodial work, and maintenance in a moderate-sized public building, and to supervise, when necessary, a small group of employees engaged in such work; or, to assist in supervising the work of a group of subordinates engaged in cleaning, custody, and routine maintenance of a large public building.

To lay out and participate in the work of a small group of subordinates engaged in such duties as cleaning, sweeping, stripping, dusting, scrubbing, washing, vacuuming, polishing, or waxing floors, walls, windows, woodwork, furniture and equipment in offices, halls, wards, staff quarters, dining rooms, kitchens, bathrooms, restrooms, operating rooms and laboratories.

To be responsible for cleaning plumbing fixtures, collecting and burning trash, and collecting and disposing of garbage and various waste matter.

To move furniture and equipment.

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

To run errands.

To clean sidewalks and perform manual labor incident to lawn and garden maintenance.

To keep watch on property and grounds.

Occasionally, to operate passenger or freight elevators.

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

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the equipment and methods used in cleaning and custodial work and proficiency in their use; the ability to supervise the work of others; the ability to understand and carry out directions, both oral and written; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: completion of eight school grades; and

Experience: Such as may have been gained through: employment involving general cleaning and custodial work.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

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

Class Revised: April 27, 1986

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