

Department: In all Civil Divisions  
Classification: Competitive  
Grade: \_\_\_\_\_

SPEC DISK H3  
DOCUMENT 32

### JANITOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing a variety of routine building maintenance and cleaning tasks. This is routine manual work requiring efficient general supervision on routine recurring assignments, receiving specific instructions on each new and unusual assignment. The work is occasionally reviewed by inspection and when complaints are received. A janitor may supervise the work of one or more subordinate employees. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Sweeps and mops floors;  
Washes windows and polishes furniture;  
Dusts woodwork, furniture and other articles;  
Collects paper and rubbish, mows lawns, cultivates trees and shrubs and performs a variety of other grounds tasks;  
May operate a small heating system;  
Makes minor repairs to buildings, building equipment and furniture;  
Oils and greases mechanical equipment;  
Delivers packages and messages.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of building cleaning practices, supplies and equipment, and ability to use them economically and efficiently; ability to understand and follow simple oral and written directions; willingness to perform janitorial tasks; thoroughness; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

One year of building cleaning experience; or an equivalent combination of training and experience.