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Class Specifications
for the Class:

JANITOR II

Duties Summary:

Performs routine manual work in cleaning and maintaining public buildings and also performs heavy lifting, cleans places and equipment which are not easily accessible, does simple building repair work and operates heavy industrial type cleaning equipment; and performs other related duties as assigned.

Distinguishing Characteristics:

In addition to routine cleaning tasks, a position in this class spends a significant amount of work time on more strenuous or demanding tasks such as (1) performing simple building maintenance and repair work not calling for a trade skill, (2) carrying and moving heavy furniture and equipment, (3) cleaning places and equipment which are not easily accessible, and (4) operating heavy-duty industrial cleaning equipment.

Examples of Duties:

Cleans and repairs venetian blinds and cords; hangs and removes curtains and draperies; operates heavy-duty industrial cleaning equipment such as vacuum cleaners, scrubbing machines and floor polishers; replaces fluorescent, standard and other light bulbs; replaces washers, door knobs and does similar minor repair or maintenance tasks not calling for a trade skill; cleans gutters and flat roofs, windows, transoms, electrical fixtures and other places which are not easily accessible; moves and carries heavy furniture and equipment; sweeps and scrubs floors, hallways and stairways; wipes, dusts, washes, waxes and/or polishes furniture, woodwork and fixtures; cleans, mops, disinfects and services lavatories and restrooms; empties and cleans receptacles; mops and waxes floors; cleans table tops, bookcases, drinking fountains, wash basins, etc.; arranges chairs, tables and other furniture for scheduled activities; works on grounds adjacent to the building in which employed, picking up debris, poisoning weeds, mowing lawns, raking leaves and watering lawns, plants and trees; occasionally removes spots and stains from carpets or operates a shampoo machine to clean carpets; may be in charge of janitorial supplies and equipment;

occasionally may perform security attendant duties; and may drive a car or truck to complete assigned tasks.

Knowledge and Abilities Required:

Knowledge of: Practices, tools and materials used in janitorial work.

Ability to: Lift and carry heavy furniture and equipment; understand and follow oral and written instructions; perform minor building repair and maintenance tasks; and operate heavy industrial type cleaning equipment.

This is an amendment to the specification for the class JANITOR II approved on September 14, 1982.

DATE APPROVED: 3/10/83

DONALD BOTELHO
Director of Personnel Services