

JANITOR II

PURPOSE: Perform a variety of cleaning and custodial maintenance tasks.

FUNCTIONAL AREAS:

- 1. Perform routine cleaning and custodial maintenance duties.
 - * A. Maintain carpeted floors and runners by vacuuming, removing stains, and shampooing.
 - * B. Maintain tile and terrazo floor surfaces and plastic shields by stripping, waxing, buffing, sweeping, wet mopping, and dry mopping these floor surfaces.
 - * C. Operate floor cleaning machines and repair wax covering on floors.
 - * D. Maintain furniture and woodwork by washing, dusting, waxing, and polishing.

JOB REQUIREMENTS

EXPERIENCE AND EDUCATION:

- † A. Two (2) years of verifiable experience in custodial maintenance work and the cleaning of buildings.

KNOWLEDGE:

- † A. Thorough knowledge of the methods, materials, and equipment used in cleaning and floor maintenance.
- † B. Knowledge of general safety practices and procedures related to custodial work.

ABILITIES:

- † A. Mechanical ability.
- † B. Ability to supervise.
- † C. Ability to understand and follow oral and written instructions.
- † D. Ability to read and understand custodial and maintenance equipment manuals.
- † E. Ability to make minor repairs to equipment.
- † F. Ability to observe safety rules.
- † G. Ability to establish and maintain effective working relationships with others.
- † H. Ability to climb ladders and to work in high places.
- † I. Ability to work in dusty, dirty, wet, and cold conditions.
- † J. Ability to walk, kneel, climb, stand, stoop, crouch, reach, push, pull and do related physical activities necessary in performing janitorial work.
- † K. Ability to perform physical labor outdoors in all kinds of weather.
- † L. Ability to perform manual tasks related to the operation and moving of heavy equipment, furniture, and supplies.
- † M. Ability to lift and carry equipment and supplies such as boxes of paper, mop buckets, and furniture weighing up to 55 pounds.
- † N. Ability to occasionally lift and carry with others equipment and supplies weighing up to 100 pounds.

- * Essential functions of the position
- † Job requirements necessary on the first day of employment

HR: JG	Union: Basic	EEOC: Service/Maint	CSB: 19951108	Class No: 4316
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