

Civil Division: Special Fire Districts
Jurisdictional Class: Labor (part-time)
EEO Category: Service/Maintenance
Revised: 09/24/15

JANITOR (Part-time)

DISTINGUISHING FEATURES OF THE CLASS: This is part-time, routine manual work requiring efficient performance of simple building cleaning and maintenance duties. A janitor works under general supervision on routine recurring assignments, receiving specific instructions on each new or unusual assignment. The work is occasionally reviewed by inspection. A janitor may oversee the work of one or more other janitors or laborers. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Cleaning and disinfecting bathroom fixtures and floors on a daily basis;
Mopping and waxing tiled floors as needed;
Cleaning offices and general areas;
Vacuuming office carpets;
Keeping entries and sidewalks clear of snow and ice;
Maintaining necessary stock of cleaning supplies and paper products;
Keeping windows clean.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of building cleaning practices, supplies, and equipment; ability to use equipment and supplies economically and efficiently; ability to understand and follow simple oral and written directions; willingness to perform cleaning tasks as assigned; thoroughness; dependability.

MINIMUM QUALIFICATIONS: None

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