

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

JANITOR

JOB DESCRIPTION

Employees in this job perform and oversee a variety of janitorial and/or security tasks to maintain clean and safe buildings and grounds.

Position Code Title - Janitor-E

Janitor 4

This is the entry level. The employee performs a range of janitorial assignments while learning the methods of work.

Janitor E5

This is the experienced level. The employee performs a full range of janitorial assignments and uses independent judgment to make decisions in specific work situations.

Position Code Title - Janitor-A

Janitor 6

This is the advanced level. The employee functions as a crew leader overseeing the work of lower-level Janitors and/or others and performing experienced-level janitorial assignments.

NOTE: Employees can progress to the experienced level based on satisfactory performance and possessing required experience.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Cleans and services restrooms.

Sweeps, vacuums, and mops floors and stairways.

Gathers and disposes of rubbish and waste materials by hand or with the use of powered equipment.

Observes appearances and conditions of premises and equipment; reports needed repairs, safety hazards, or conditions requiring outside vendor services.

Dusts such items as blinds, furniture, file cabinets, and windowsills using treated dust mittens, cloths, or hand-cleaning items.

Scrubs, strips, sanitizes, waxes, and buffs floors using powered machines equipped with rotating brushes.

Polishes furniture, metal work, and chrome using appropriate cleaning and polishing compounds.

Maintains an inventory of cleaning and toiletry supplies.

Washes walls, ceilings, woodwork, windows, mirrors, and fixtures using both step and extension ladders.

Cleans grounds and parking lots of litter, glass, or other debris.

Loads and unloads supplies, and moves heavy furniture and equipment using dollies, handcarts, or power equipment.

Replaces light bulbs and fuses.

Shampoos carpets.

Determines appropriate cleaning materials, supplies, tools, and equipment.

Makes rounds of buildings and grounds, inspects doors, windows, and locks to see that they are properly and securely fastened; answers night telephone and doorbells.

Locks and unlocks buildings.

Performs minor grounds maintenance including removal of snow from sidewalks, salting walkways, mowing grass, and trimming shrubs.

Performs related work and other duties as assigned.

Additional Job Duties

Janitor 6 (Crew Leader)

Assigns work to crew members.

Instructs and trains in proper work methods and processes.

Reviews job performance by observing and critiquing work techniques and completed assignments.

Prepares and maintains records related to the work.

Makes recommendations for repair and improvements to buildings, grounds, and equipment.

Requisitions supplies, equipment, tools, and materials as needed.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge is required at the entry level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of standard practices, materials, tools, and equipment used in janitorial work.

Knowledge of occupational hazards and safety precautions applicable to the work.

Knowledge of the proper use of chemicals and cleaning supplies.

Knowledge of building and property security procedures.

Skill in the use of janitorial tools, equipment, and supplies such as floor buffers, vacuum cleaners, and cleaning compounds and solutions.

Additional Knowledge, Skills, and Abilities

Janitor 6 (Crew Leader)

Ability to train and oversee the work of others.

Ability to prioritize, organize, and coordinate the work of the unit.

Ability to prepare and maintain records related to the work.

Working Conditions

Some jobs require an employee to work in an environment that involves exposure to unpleasant and noxious fumes and odors.

Some jobs require an employee to be exposed to hazardous work environments.

Physical Requirements

The job duties require an employee to bend, reach, stoop, stand and/or walk for extended periods.

Education

No specific type or amount is required.

Experience

Janitor 4

No specific type or amount is required.

Janitor E5

One year of experience in the care and cleaning of buildings.

Janitor 6

Two years of experience in the care and cleaning of buildings, including one year equivalent to a Janitor E5.

Special Requirements, Licenses, and Certifications

See individual position descriptions.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

JANITOR

Job Code Description

JANITOR

Position Title

Janitor-A

Janitor-E

Position Code

JANITORA

JANITORE

Pay Schedule

A31-004

A31-023

JZ

02/04/2024