

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

JANITOR

JOB DESCRIPTION

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

There are two classifications in this job.

Position Code Title – Janitor-E

Janitor E5

This is the experienced level. The employee performs a full range of janitorial assignments using limited judgment. Actions are normally determined by specific instructions from the supervisor or by following well-defined procedures, methods, and practices.

Position Code Title – Janitor-A

Janitor 6

This is the advanced level. As a crew leader, the employee participates in, and oversees the work of, lower-level Janitors.

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.

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

Locks and unlocks buildings.

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

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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.

May perform ground maintenance including removal of snow from sidewalks, salting walkways, mowing small areas of grass, trimming shrubs, etc., at an office site.

Performs related work as assigned.

Additional Job Duties

Janitor 6

Coordinates the work of lower-level Janitors by assigning, scheduling, and overseeing the completion of work.

Trains new employees.

Ensures quality control by inspecting work in progress and upon completion.

Directs employees' strict adherence to prescribed cleaning and security techniques and practices.

Determines appropriate cleaning materials, supplies, tools, and equipment needed to accomplish job; issues supplies, materials, tools, and equipment to employees.

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

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

Maintains records as required.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Considerable knowledge is required at the experienced level and thorough knowledge is required at the advanced level.

Knowledge of standard methods, practices, tools, and equipment of the janitorial service.

Knowledge of occupational hazards and safety rules.

Knowledge of the proper use of chemicals, fertilizers, and pesticides.

Ability to follow instructions.

Ability to operate and use janitorial tools, equipment, and supplies such as floor buffers, vacuum cleaners, and cleaning compounds and solutions.

Additional Knowledge, Skills, and Abilities

Janitor 6

Knowledge of the standard methods, practices, tools, and equipment used to clean buildings and furniture.

Knowledge of the qualities and uses of various cleaning, sanitizing, stripping, and waxing compounds.

Knowledge of occupational hazards and safety rules and regulations.

Knowledge of building and property security procedures.

Ability to explain instructions and guidelines to others effectively.

Ability to train and assign work to employees.

Ability to prioritize the work of others.

Ability to organize and coordinate the work of the unit.

Working Conditions

Some jobs require an employee to be exposed to unpleasant and noxious fumes and odors.

Some jobs require an employee to hazardous work environments.

Some jobs require an employee to work where there is a significant change of injury.

Physical Requirements

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

Education

No specific amount of formal education is required.

Experience

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

Some positions in this class series may be assigned duties that require the application of pesticides that may require certification or registration as a pesticide applicator in compliance with the Pesticide Control Act of 1976.

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

Position Code

Pay Schedule

Janitor-A

JANITORA

A31-004

Janitor-E

JANITORE

A31-001