



Cayuga County Department of Human Resources and Civil Service Commission

JOB SPECIFICATION

Civil Service Title: **JANITOR**
Jurisdictional Class: Competitive
Civil Division: County – Buildings, Jail
Adoption: CSM
Revised: CSM 3/14/90

DISTINGUISHING FEATURES OF THE CLASS:

This position exists in the County Service and involves responsibility for the performance of building cleaning and minor maintenance tasks. The work is performed under direct supervision of a higher-level building maintenance position or other superior, depending on location, with leeway allowed for the exercise of independent judgment in keeping buildings up to approved standards of cleanliness and operation. Supervision may be exercised over the work of cleaning personnel. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Cleans floors, stairs, windows, walls, sinks, and other fixtures;
Dusts and polishes desks, woodwork, furniture, and other equipment;
Collects and disposes of refuse;
Performs grounds keeping activities such as clearing snow, mowing lawns, trimming shrubs, and raking leaves;
Arranges chairs, tables, and other equipment for special events;
Checks and adjusts operation of boilers and/or furnaces;
Delivers packages, messages, and supplies;
Performs minor repairs on desks, tables, chairs, soap and towel dispensers, locks, floor tiles, and other equipment;
Opens and closes building, securing windows, locks and doors;
Unloads supplies and equipment from trucks;
May perform a variety of semi-skilled carpentry, painting, plumbing, electrical, and other building maintenance tasks;
May prepare and/or maintain inventories, records, and reports;
May monitor and perform minor adjustments to HVAC equipment to ensure proper oil and water levels, pressure, etc.;
Supervises trustee inmates assigned to assist in performance of janitorial duties.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good knowledge of building cleaning practices, supplies and equipment, and ability to use them efficiently and economically;
Working knowledge of the operation and maintenance of heating, ventilating and air-conditioning and auxiliary equipment;
Ability to make minor plumbing, electrical, carpentry, and mechanical repairs, and to perform a variety of routine maintenance tasks;
Ability to understand and carry out oral and written directions;
Manual dexterity;
Good hand and eye coordination;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

One year of building cleaning or minor maintenance experience.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

Possession of a current valid New York State Driver's License at time of appointment.