

Class Code: 4500
Effective: 10/22/2008
Reviewed: 9/5/18

Janitor

PURPOSE AND NATURE OF WORK

Positions in this class participate in the performance of custodial and housekeeping duties in and around City-Parish buildings. Positions require the performance of varied cleaning and minor maintenance and repair tasks in an assigned building or building area. Oral or written instructions are received on special or unusual work assignments. Work is subject to inspection while in progress or upon completion by a field or office superior depending on area of assigned work.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Participates in the performance of cleaning, housekeeping, and minor maintenance duties, including sweeping, mopping, waxing and polishing floors, washing windows, cleaning restroom equipment, and replenishing necessary supplies. Makes periodic inspections of the assigned area. Monitors cleaning supplies informs superiors when supplies run low. Cuts grass and trims shrubs around buildings. Makes minor repairs; replaces light bulbs and reports needed major repairs to a superior. Participates in painting projects in and around building where journeyman skills are not necessary.

Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of the materials, methods, and practices used in cleaning operations.

Knowledge of the operation and care of vacuum cleaners, scrubbing machines, polishing machines, and other janitorial equipment.

Ability to make minor repairs on building fixtures and equipment.

Ability to understand and follow oral and written instructions and to keep simple records.

Ability and willingness to perform various unskilled manual tasks that are not a part of the routine duties of this position.

DESIRABLE TRAINING AND EXPERIENCE

Ability to read and write; and considerable experience in custodial work; or any equivalent combination of training and experience.