

## **CITY OF IRWINDALE**

### **JANITOR**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

#### **SUMMARY DESCRIPTION**

Under general supervision, performs a full range of general custodial and janitorial duties related to the care, cleaning, and minor maintenance of assigned City buildings and facilities; performs general grounds cleanup; and sets up and removes tables, chairs, and equipment for meetings.

#### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Performs general custodial and janitorial duties involved in cleaning, caring for, and maintaining assigned buildings and facilities; cleans and sanitizes offices, restroom facilities, conference rooms, and breakrooms.
2. Sweeps, mops, and buffs floors; vacuums rugs and carpets; operates equipment such as vacuum cleaners.
3. Cleans, dusts, and polishes walls, furniture, woodwork, fixtures, counters, office equipment, file cabinets, blinds, and vents.
4. Cleans and disinfects restrooms and breakrooms; refills soap, paper, and other sanitary dispensers; ensures adequate levels of restroom and breakroom supplies.
5. Cleans and polishes metal surfaces including door panels, partitions, and handrailings.
6. Washes and cleans windows and glass doors.
7. Empties and cleans wastebaskets and trash containers.
8. Opens and locks city facilities; moves, rearranges, and sets up chairs, tables, furniture, and equipment for meetings and other events.
9. Performs general grounds cleanup and gardening as needed; waters and trims plants inside and outside.
10. Operates custodial and general building and grounds maintenance equipment in a safe and effective manner.
11. Maintains inventory of all cleaning and other janitorial supplies; orders, stocks, and maintains custodial supplies as necessary; maintains accurate and up-to-date records and logs.
12. Attends safety classes each month and various training courses each year.
13. Performs related duties as required.

#### **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

##### **Knowledge of:**

Operations, services, and activities of a janitorial program.

Methods, materials, and equipment used in janitorial and general building maintenance work.

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**Janitor (Continued)**

Safe work practices.  
Methods and techniques of cleaning and preserving floors, furniture, walls, and fixtures.  
Operational characteristics of cleaning equipment and materials.  
Proper methods of storing equipment, materials, and supplies  
Occupational hazards and standard safety practices.

**Ability to:**

Perform a full range of custodial and janitorial tasks.  
Clean and care for an assigned area and equipment.  
Operate a variety of janitorial and general grounds maintenance equipment, supplies, and materials in a safe and effective manner.  
Safely and effectively use and apply cleaning materials.  
Use and monitor the need for a variety of custodial equipment and supplies.  
Work independently in the absence of supervision.  
Understand and follow oral and written instructions.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

Equivalent to the completion of the twelfth grade.

**Experience:**

Some custodial/janitorial work experience.

**License or Certificate:**

Possession of an appropriate, valid driver's license.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.*

**Environment:** Indoor and outdoor environment; exposure to noise, dust, grease, and cleaning agents; routine contact with the public and occupants of the buildings.

**Physical:** Primary functions require sufficient physical ability necessary for sufficient mobility to walk and stand for prolonged periods of time; stoop, bend, kneel, crouch, climb, reach and twist; push, pull, lift, and/or carry light to moderate weights; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to operate equipment.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.