

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.*

JOB OBJECTIVES

To perform general janitorial duties related to the cleaning and upkeep of assigned buildings and facilities; to set up and remove tables, chairs and equipment for meetings; and to perform a variety of tasks relative to an assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Director of Support Services.

ESSENTIAL JOB FUNCTIONS

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:

1. Perform general janitorial duties in cleaning and maintaining assigned area; clean, sanitize and maintain assigned buildings, offices and restroom facilities.
2. Sweep, scrub, mop, wax and buff floors; vacuum and shampoo rugs and carpets; operate equipment such as floor buffers and vacuum cleaners.
3. Clean and disinfect lavatories, toilets and other plumbing fixtures; refill paper and other sanitary dispensers.
4. Wash and dust walls and doors; wash windows and window shades; replace burned out light bulbs.
5. Assist in the preparation of rooms and facilities for special events, activities and meetings; move, arrange and deliver set-up items and equipment as necessary.
6. Empty, clean and sanitize waste containers; pick up and empty trash on facility grounds.
7. Operate janitorial equipment, materials and supplies in a safe and effective manner.
8. Monitor inventory of janitorial materials and supplies; order materials and supplies as necessary.
9. Remove snow as assigned from walkways and entrance areas; spread ice melting compounds as necessary.
10. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a janitorial program.
Modern institutional cleaning methods, materials, safe work practices and equipment.
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.

CITY OF FOREST GROVE
Janitor (Continued)

Occupational hazards and standard safety practices.

Ability to:

Perform the full range of janitorial tasks.

Operate a variety of janitorial equipment in a safe and effective manner.

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:

Equivalent to the completion of the twelfth grade.

Experience:

One year janitorial experience.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands 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.

Mobility: Incumbent may be required to maintain physical condition necessary for walking, standing or sitting for prolonged periods of time; heavy, moderate or light lifting and carrying, bending, stooping, kneeling, crawling; operating motorized equipment.

Vision: Vision sufficient to read labels on cleaning equipment and supplies.