

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: JANITOR

TITLE #: 1355

DISTINGUISHING FEATURES OF THE CLASS: The essential nature of the position is such that an incumbent shall perform routine building cleaning tasks. The work is manual in nature and involves the efficient performance of simple building cleaning and maintenance duties. Work is performed under general supervision on routine recurring assignments, and specific instructions are received with each new or unusual assignment. Occasional review/inspection of the work may be conducted. Incumbent may supervise the work of one or more cleaners or laborers. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Sweeps and mops floors;

Washes windows and polishes furniture;

Dusts woodwork, furniture, and other articles;

Collects paper and rubbish, mows lawns, cultivates trees and shrubs, and performs a variety of other grounds tasks;

Makes minor repairs to buildings, building equipment, and furniture;

Oils and greases mechanical equipment;

Delivers packages and messages.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of building cleaning practices, supplies and equipment, and ability to use them economically and efficiently; ability to understand and follow simple oral and written directions; ability to read and write; willingness to perform janitorial tasks; thoroughness, dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Six (6) months of experience in building cleaning or routine building maintenance.

JURISDICTIONAL CLASSIFICATION: Competitive; Non-competitive for part-time among Towns, Villages, and Special Districts.

ADOPTED: Unknown

REVISED: 1/22/92

REVISED: 2/21/01 MS