

PERSONNEL COMMITTEE

13-0377R

RESOLUTION APPROVING PROPOSED AMENDMENTS TO THE SPECIFICATIONS FOR THE EXISTING CIVIL SERVICE CLASSIFICATION OF JANITOR I.

CITY PROPOSAL:

RESOLVED, that the proposed amendments to the specifications for the existing civil service classification of janitor I, which were approved by the civil service board on July 9, 2013, and which are filed with the city clerk as Public Document No. _____, are approved. This classification shall remain subject to the city's collective bargaining agreement with its basic unit employees and compensated at Pay Range 121, \$2,427 to \$2,829 per month.

Approved:



Department Director

Approved for presentation to council:



Chief Administrative Officer

Approved as to form:



Attorney

Approved:



Auditor

HR CT:ab 7/3/2013

STATEMENT OF PURPOSE: This existing classification was revised to place it in our current job description format and update the language. There are no significant changes in the tasks performed; they have been rewritten into more general statements in accordance with our current format. There have been no changes to the minimum requirements although the physical requirements have been separated out into their own section in accordance with our current format. There is no change in the rate of pay, which is Range 121, \$2,427 to \$2,829 per month.

JANITOR I

SUMMARY/PURPOSE: Maintain a safe, attractive, clean, functional, and pleasant environment for workers and visitors by performing cleaning and custodial maintenance functions in and around City facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Other duties may be assigned):

1. Provide comprehensive cleaning services for City facilities.
2. Clean, dust, sanitize, and in other manners maintain a safe, clean, and welcoming environment in and around City facilities assigned.
3. Maintain spaces and equipment in City facilities assigned in a safe, efficient, and attractive and welcome manner by performing simple custodial maintenance such as replacing light bulbs, replacing filters, replacing broken hardware, and similar.
4. Remove snow, ice, and other impediments and hazards to safe access to the City facilities assigned.
5. Collect and recycle or dispose of unwanted materials.
6. Move, transport, and arrange tables, chairs, office furniture, and other items to provide the required resources at the proper place and time.
7. Ensure security and reduce environmental demands by locking and unlocking doors, turning off lights, closing windows, and similar.

Job Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required.

Education & Experience Requirements

1. One year of verifiable full-time experience performing cleaning and custodial maintenance

Knowledge Requirements

1. Knowledge of applicable safety practices and procedures.
2. Knowledge of basic arithmetic necessary to calculate portions of cleaning materials.
3. Knowledge of the methods and materials used in the cleaning and maintenance of facilities.

Skill Requirements

1. Skill in providing good customer service for people working in or visiting City facilities.
2. Skill in the use of floor maintenance equipment.
3. Skill in cleaning and maintaining various surfaces using a variety of methods.

Ability Requirements

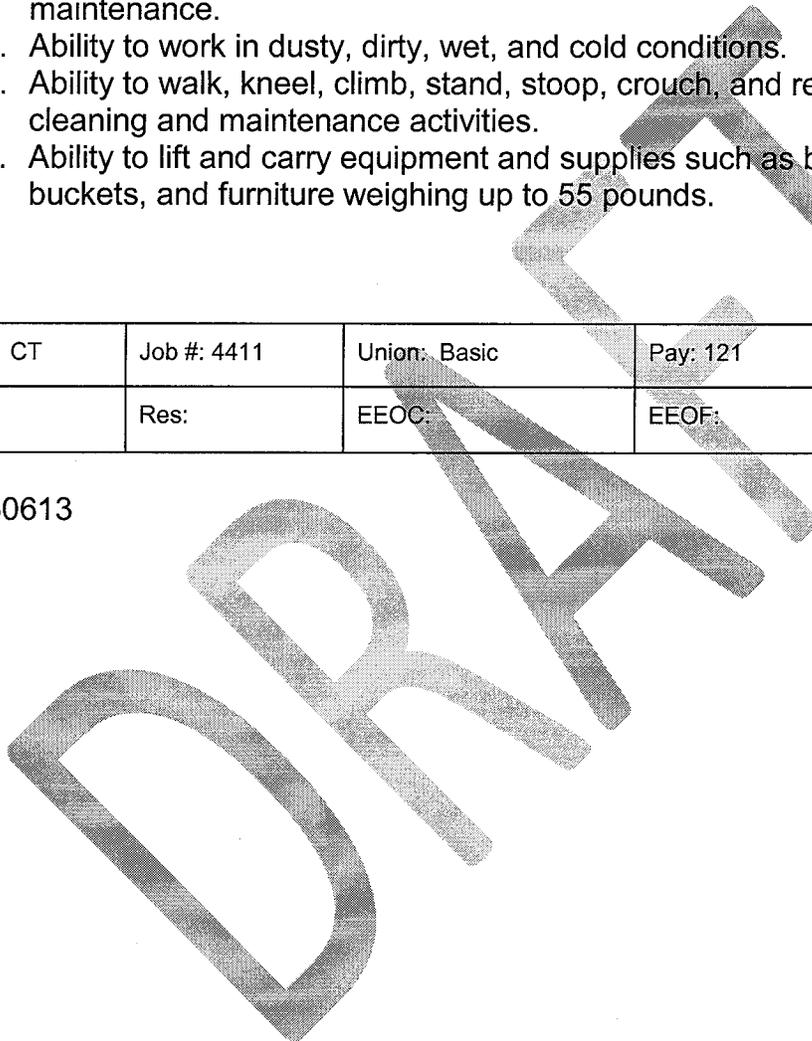
1. Ability to establish and maintain effective working relationships with supervisors, employees, and the general public.
2. Ability to communicate verbally and in writing.
3. Ability to read and understand custodial and maintenance equipment manuals.
4. Ability to obtain a valid driver's license if required by the employer.

Physical Ability Requirements

1. Ability to climb ladders to change light bulbs or perform other simple maintenance.
2. Ability to work in dusty, dirty, wet, and cold conditions.
3. Ability to walk, kneel, climb, stand, stoop, crouch, and reach when performing cleaning and maintenance activities.
4. Ability to lift and carry equipment and supplies such as boxes of paper, mop buckets, and furniture weighing up to 55 pounds.

Genlst: CT	Job #: 4411	Union: Basic	Pay: 121	CSB:
CC:	Res:	EEOC:	EEOF:	WC:

20130613



JANITOR I

PURPOSE: Perform a variety of routine cleaning and custodial maintenance duties.

FUNCTIONAL AREAS: Under direction, to:

1. Perform routine cleaning and custodial maintenance duties.
 - *A. Maintain carpeted floors and runners by vacuuming, removing stains, and shampooing.
 - *B. Maintain tile and terrazzo floor surfaces and plastic shields by stripping, waxing, buffing, sweeping, wet mopping, and dry mopping these floor surfaces.
 - *C. Operate floor cleaning machines and repair wax covering on floors.
 - *D. Maintain furniture and woodwork by washing, dusting, waxing, and polishing.
 - *E. Perform minor repair work on furniture and equipment; such as, replacing broken or missing hardware on furniture and replacing buffing pads on floor polishers.
 - *F. Maintain bathrooms by cleaning and disinfecting sinks, mirrors, urinals, toilets, showers, and walls.
 - *G. Collect and dispose of garbage, including recyclable materials.
 - *H. Perform miscellaneous tasks including cleaning venetian blinds, fans, humidifiers, ashtrays, windows, walls, drinking fountains, and garbage cans; changing filters; polishing brass; replacing light bulbs; maintaining equipment; restocking supplies; and raising and lowering the flag.
2. Perform other related work as required.
 - *A. Perform outdoor maintenance such as removing snow, ice, and debris from sidewalks and stairs.
 - *B. Apply deicer to sidewalks and stairs when necessary.
 - *C. Provide building security by locking and unlocking doors, checking windows, turning out lights, and serving as watchperson against vandalism.
 - *D. Arrange chairs and tables for meetings and events.
 - *E. Arrange office furniture by carrying or lifting furniture to specified locations.

JOB REQUIREMENTS

EXPERIENCE AND EDUCATION:

- † A. One (1) year of verifiable experience in custodial maintenance work to include the cleaning of buildings.

KNOWLEDGE:

- † A. Knowledge of applicable safety practices and procedures.
- † B. Knowledge of basic arithmetic necessary to calculate portions of cleaning materials.
- † C. Knowledge of the methods and materials used in cleaning and floor maintenance.

SKILL:

- † A. Skill in the use of floor maintenance equipment.
- † B. Skill in maintaining floor surfaces.

ABILITIES:

- † A. Ability to establish and maintain effective working relationships with supervisors, employees, and the general public.
- † B. Ability to communicate verbally and in writing.
- † C. Ability to read and understand custodial and maintenance equipment manuals.
- † D. Ability to climb ladders to change light bulbs.
- † E. Ability to work in dusty, dirty, wet, and cold conditions.
- † F. Ability to walk, kneel, climb, stand, stoop, crouch, and reach when performing floor maintenance activities.
- † G. Ability to obtain a Minnesota Class D driver's license or privilege if required by the employer.
- † H. Ability to lift and carry equipment and supplies such as boxes of paper, mop buckets, and furniture weighing up to 55 pounds.

* Essential functions of the position

† Job requirements necessary on the first day of employment

Anlst: KG	Date: 20020806
Union: Basic	Pay: 121
CSB: 20020806	Class: 4411
CC: 20020909	Res: 02-0604R