

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

JANITOR II

POSITION CODE: 21952
Effective: 9-16-70

DISTINGUISHING FEATURES OF WORK:

Under direct supervision, performs manual work of a responsible nature in the care, cleaning, and maintenance of a medium-sized building or portion of a large building or institution and adjacent grounds; may assist in firing a low-pressure boiler and in cleaning the boiler room; may supervise institution workers or others engaged in janitorial work.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Scrubs, mops, waxes, and polishes floors; dusts and polishes furniture.
2. Washes windows, woodwork, toilets, washrooms, and fixtures; sprays and fumigates.
3. Sweeps and cleans walks, mows lawns, rakes leaves, and generally assists in keeping outside premises in an orderly condition.
4. Makes minor repairs on steam, water, electric or plumbing fixtures and equipment.
5. May assist in firing a low-pressure boiler; removes ashes, cleans flues, cleans boiler room, and bales paper.
6. May make minor building repairs.
7. May supervise or assist in the supervision of the routine cleaning of buildings.
8. May repair and hang maps and care for other equipment and supplies; may erect and remove scenery for plays.
9. May sort and distribute mail.

JANITOR II (Continued)

10. May perform building security duties such as pulling watchboxes, checking for fires and prowlers and checking incoming and outgoing cars.
11. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires no formal education.

Requires six months experience in general janitorial work.

Knowledges, Skills and Abilities

Requires working knowledge of the operations and care of electric sweepers, mop wringers, brushes, and other household equipment.

Requires elementary knowledge of the materials, equipment, and methods commonly employed in office cleaning operations.

Requires ability to train and instruct employees and others in janitorial operations.

Requires ability to plan and organize work details.

Requires ability to make minor repairs and adjustments to cleaning equipment and to steam, water, electric or plumbing equipment.

Requires ability to maintain simple records and make reports.

Requires ability to direct the work of inmate or student assistants.

Requires ability to follow simple oral and written instructions.