

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 3016000

Janitor, Grade 7

Brief Description of Class

Janitors perform a variety of cleaning and unskilled maintenance tasks and supervise lower-level cleaning staff responsible for the cleaning and upkeep of assigned areas in State buildings, and surrounding grounds and walkways.

Positions are classified in various State agencies.

Distinguishing Characteristics

Janitor: supervisory level; under the direction of a higher-level janitor, maintenance, or administrative position, functions as a working supervisor; performs a variety of cleaning and unskilled maintenance tasks; and supervises a group of lower-level cleaning staff, including several Cleaner positions.

Related Classes

Cleaners perform a variety of cleaning tasks to maintain assigned areas in State buildings, and surrounding grounds and walkways.

Housekeepers perform a variety of cleaning and housekeeping tasks and supervise lower-level staff responsible for the cleaning and upkeep of buildings or other assigned areas in State facilities, including living, treatment, classroom, and/or administrative work areas.

Illustrative Duties

Janitor

Performs a variety of cleaning and unskilled maintenance tasks in assigned areas.

- Collects and removes trash, recycling, compost, and hazardous or misplaced items from floors, furniture, and equipment; and disposes or places them in appropriate receptacles and locations.
- Prepares, mixes, and dilutes cleaning solutions following manufacturer directions.
- Washes floors, corridors, stairwells, walls, partitions, and windows using mops, detergents, brushes, and other cleaning devices.
- Vacuums, strips and waxes floors, and shampoos carpets, using manual or mechanical equipment.
- Scrubs and cleans restrooms and showers, using hand-operated equipment and cleaning agents; and unclogs toilets, traps, and sinks.
- Replaces lightbulbs, and dusts or washes light fixtures and high places, such as ceilings, using ladders, other appropriate equipment, and tools.
- Polishes wood and metal surfaces, fixtures, furniture, and equipment.
- Requisitions and dispenses cleaning supplies and equipment; and monitors and maintains inventories.
- Installs, replaces, and repairs building fixtures and decorative items, including shelves, doorknobs, curtains, blinds, and pictures.
- Moves, and arranges furniture and equipment in connection with cleaning tasks or in preparation for meetings, events, and other activities.
- Sweeps, removes snow from, and salts walkways; cleans sidewalks, drives, and yard areas; and landscapes grounds, including mowing, trimming, raking, and chemical application, using mechanical and manual equipment.
- Performs basic and routine maintenance on mechanical and manual equipment used to perform the above tasks.
- Reports and recommends repairs and maintenance tasks requiring skilled trades work to supervisor.
- Oversees the distribution, collection, and storage of building keys.

Supervises a group of a lower-level cleaning staff.

- Assigns tasks; provides instructions and assistance; demonstrates proper cleaning procedures; reviews work in progress and upon completion; monitors time and attendance; and evaluates performance.

Minimum Qualifications

Janitor

Non-Competitive: must be physically able to perform the tasks of the position and communicate orally and in writing to exchange information.

Note: Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

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