

## **Job Description: JANITOR**

**CLASS NO.** 3208

**EEOC CATEGORY:** Service-Maintenance

**PAY GROUP:** 6

**FLSA:** Nonexempt

### **SUMMARY OF POSITION**

Performs daily custodial tasks at county facilities, including cleaning floors, windows, and restrooms.

### **ORGANIZATIONAL RELATIONSHIPS**

1. Reports to: Building Supervisor
2. Directs: This is a non-supervisory position.
3. Other: Has daily contact with co-workers, other county employees, and the general public.

### **EXAMPLES OF WORK**

#### Essential Duties\*

Operates vacuum cleaners and floor buffers;

Cleans and dusts windows, walls, doors, floors, and furniture in county facilities, including offices, libraries, halls, lounges, entryways, etc.;

Cleans county restrooms, including sinks, toilets, counters, etc., and replaces paper products;

Cleans, strips, and polishes floors as needed and instructed, and spot cleans carpet as required;

Empties waste receptacles and properly disposes of trash;

Cleans and polishes water fountains;

Maintains custodial equipment in proper operating order;

Picks up and/or delivers cleaning supplies as directed; and

Assists with groundskeeping tasks as necessary.

#### Other Important Duties\*

Performs such other related duties as may be assigned.

\*for the purpose of compliance with the Americans with Disabilities Act (ADA)  
This job description does not take into account potential reasonable accommodations.  
8/2012

**CLASS NO. 3208 (Continued)**

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

*Knowledge of:* cleaning techniques; and safe operation of cleaning equipment.

*Skill/Ability to:* understand, interpret and follow oral and/or written communication; safely operate janitorial equipment and cleaning chemicals; and establish and maintain effective working relationships with other county employees, and the general public.

**ACCEPTABLE TRAINING AND EXPERIENCE**

Sufficient education to understand, interpret, and follow instructions;

*or* any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

**CERTIFICATES AND LICENSES REQUIRED**

Appropriate Texas driver's license or available alternate means of transportation.