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Class Specifications for the Class:

JANITOR I

Duties Summary:

Performs routine manual work in cleaning and maintaining public buildings, and performs other related duties as assigned.

Distinguishing Characteristics:

Performs routine cleaning tasks in cleaning and maintaining public buildings which rarely involves maintenance repair work or strenuous work such as carrying and moving heavy furniture and equipment.

Examples of Duties:

Sweeps and scrubs floors, hallways, corridors and stairways; cleans, mops, disinfects and services lavatories and restrooms; empties and cleans receptacles; mops and waxes floors; washes, dusts, waxes and/or polishes windows, woodwork, walls and fixtures which are easily accessible; cleans table tops, bookcases, drinking fountains, wash basins, venetian blinds, etc.; arranges chairs, tables and other light furniture and equipment for scheduled activities; locks and unlocks doors and windows; turns lights on and off; operates polishing machine and vacuum cleaner; runs errands; clears bookdrops; may work on grounds adjacent to the building in which employed, raking leaves, picking up debris, and watering lawns, trees; and may operate a car to complete assigned tasks.

Knowledge and Abilities Required:

Knowledge of: Practices, tools and materials used in janitorial work.

Ability to: Perform light manual work; understand and follow oral and written instructions.

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Due to the transfer of authority to the Department of Education to administer its own Civil Service System pursuant to Act 51 Session Laws of Hawaii 2004, this is an adoption of the class specifications for the Executive Branch Civil Service class JANITOR I by the Department of Education Civil Service system.

DATE APPROVED: APR 18 2006

EFFECTIVE DATE: JUL - 1 2005


Gerald Okamoto
Assistant Superintendent
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Class Specifications for the Class:JANITOR IIDuties Summary:

Performs routine manual work in cleaning and maintaining public buildings and also performs heavy lifting, cleans places and equipment which are not easily accessible, does simple building repair work and operates heavy industrial-type cleaning equipment; and performs other related duties as assigned.

Distinguishing Characteristics:

In addition to routine cleaning tasks, a position in this class spends a significant amount of work time on more strenuous or demanding tasks such as: (1) performing simple building maintenance and repair work not calling for a trade skill, (2) carrying and moving heavy furniture and equipment, (3) cleaning places and equipment which are not easily accessible, and (4) operating heavy-duty industrial-cleaning equipment.

Examples of Duties:

Cleans and repairs venetian blinds and cords; hangs and removes curtains and draperies; operates heavy-duty industrial-cleaning equipment, such as vacuum cleaners, scrubbing machines and floor polishers; replaces fluorescent, standard and other light bulbs; replaces washers, door knobs and does similar minor repair or maintenance tasks not calling for a trade skill; cleans gutters and flat roofs, windows, transoms, electrical fixtures and other places which are not easily accessible; moves and carries heavy furniture and equipment; sweeps and scrubs floors, hallways and stairways; wipes, dusts, washes, waxes and/or polishes furniture, woodwork and fixtures; cleans, mops, disinfects and services lavatories and restrooms; empties and cleans receptacles; mops and waxes floors; cleans table tops, bookcases, drinking fountains, wash basins, etc.; arranges chairs, tables and other furniture for scheduled activities; works on grounds adjacent to the building in which employed, picking up debris, poisoning weeds, mowing lawns, raking leaves and watering lawns, plants and trees; occasionally removes spots and stains from carpets or operates a shampoo machine to clean carpets; may be in charge of janitorial supplies and equipment; occasionally may perform security attendant duties; and may drive a car or truck to complete assigned tasks.

Knowledge and Abilities Required:

Knowledge of: Practices, tools and materials used in janitorial work.

Ability to: Lift and carry heavy furniture and equipment; understand and follow oral and written instructions; perform minor building repair and maintenance tasks; and operate heavy industrial type cleaning equipment.

Due to the transfer of authority to the Department of Education to administer its own Civil Service System pursuant to Act 51 Session Laws of Hawaii 2004, this is an adoption of the class specifications for the Executive Branch Civil Service class JANITOR II by the Department of Education Civil Service system.

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Class Specifications for the Class:

JANITOR III

Duties Summary:

Supervises and participates in keeping assigned buildings and building areas clean and orderly, including heavy lifting; cleaning places and equipment which are not easily accessible; simple building repair work and operating industrial type cleaning equipment; and performs other related duties as assigned.

Distinguishing Characteristics:

This is the working supervisor of various janitorial duties, including work typical of the Janitor II.

Examples of Duties:

Supervises and participates in the sweeping and scrubbing of floors, dusting and polishing of furniture and woodwork, replenishing of supplies, emptying and cleaning of waste receptacles, washing of windows and walls, moving and arranging of furniture for special events, turning off of lights and locking of windows and doors and making of minor building repairs not calling for a trade skill; operates heavy duty industrial cleaning equipment; supervises and participates in the maintenance of grounds adjacent to buildings in which employed; inspects various buildings and adjacent grounds to insure that they have been cleaned and cared for properly and that proper safety and security measures have been taken; assigns relief workers or substitutes to working stations in case of absences of regular workers; rotates work shifts and/or work stations of employees; may operate an automobile or truck in carrying out work assignments; keeps records of work activities and submits reports.

Knowledge and Abilities Required:

Knowledge of: Practices, tools and equipment used in janitorial work; building hardware, fixtures and equipment.

Ability to: Operate tools and equipment used in janitorial work, including heavy industrial type cleaning equipment; perform minor building repair and maintenance tasks; lift and carry heavy furniture and equipment; follow and give oral and written instructions; instruct and supervise employees.

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Gerald Okamoto
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Class Specifications for the Class:

JANITOR SUPERVISOR I

Duties Summary:

Supervises the work of a group of janitors and other custodial personnel in the cleaning and maintenance of buildings and building areas; and performs other related duties as assigned.

Distinguishing Characteristics:

This class is a full-time supervisor over a group of janitors and other custodial personnel.

Examples of Duties:

Schedules the work of janitors, watchmen and other custodial personnel; conducts inspectional tours of work stations such as offices, elevators, parking areas, washrooms, etc., to insure that proper cleaning, maintenance, security and safety measures have been carried out; notes deficiencies, such as the need for repair of equipment, re-cleaning of rooms, etc., and takes corrective action by instructing subordinates on specific tasks to be done or by notifying proper authorities; inspects work stations and checks on employees' attendance; assigns workers to fill temporary or permanent vacancies; approves or recommends for approval requests for leaves of absences by employees; evaluates work performances of employees; requisitions and issues supplies and equipment; takes inventory of supplies and equipment; keeps records of work activities and submits oral and written reports.

Knowledge and Abilities Required:

Knowledge of: Practices, tools, equipment and materials used in janitorial work; safety practices as applied to janitorial work; building hardware, fixtures and equipment; principles and practices of supervision.

Ability to: Instruct and supervise others in the operation of tools and equipment used in janitorial and simple maintenance work; follow and give oral and written instructions.

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Class Specifications for the Class:

JANITOR SUPERVISOR II

Duties Summary:

Supervises a large group of employees through subordinate supervisors and/or working supervisors in the cleaning and maintenance of building areas; and performs other related duties as assigned.

Distinguishing Characteristics:

This class reflects responsibility for janitorial and housekeeping services of such scope as to require the assistance of subordinate supervisors and/or working supervisors.

Examples of Duties:

Plans, organizes, schedules and coordinates the work of a large group of janitors through the assistance of subordinate supervisors and/or working supervisors; establishes standards, work methods and schedules; inspects custodial work performed by subordinates to determine adequacy of work in conformance with standards; orders corrections, adjustments and reassignments as necessary; estimates need for and requisitions adequate supplies of cleaning materials; maintains records and files of inventory and equipment; develops and conducts in-service training to improve skills of workers; evaluates effectiveness of program and recommends revisions as necessary; incorporates new methods and techniques; evaluates and rates personnel performance; participates in the selection of custodial personnel; may inspect buildings for needed repairs and arrange for building maintenance and renovation services; insures that work safety practices are implemented and adhered to.

Knowledge and Abilities Required:

Knowledge of: Practices, tools, equipment and materials used in janitorial work; safety practices as applied to janitorial work; building hardware, fixtures and equipment; maintenance of housekeeping supply storerooms and inventory records; principles and practices of supervision.

Ability to: Supervise janitorial work through subordinate supervisors and/or working supervisors; instruct and supervise others in the operation of tools and equipment used in janitorial work; estimate time and materials needed; inspect

buildings, determine the need for repair or replacement of furniture, fixtures, linens and other household items; estimate need for requisitioning supplies; keep personnel and inventory records; prepare operational reports; follow and give oral and written instructions; maintain good, cooperative working relations with others.

Due to the transfer of authority to the Department of Education to administer its own Civil Service System pursuant to Act 51 Session Laws of Hawaii 2004, this is an adoption of the class specifications for the Executive Branch Civil Service class JANITOR SUPERVISOR II by the Department of Education Civil Service system.

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Class Specifications for the Class:

JANITOR SUPERINTENDENT

Duties Summary:

Directs janitor supervisors, janitors and other custodial personnel in the cleaning and maintenance of building areas; and performs other related duties as assigned.

Distinguishing Characteristics:

This is the top-level class in the Janitorial series. This class is responsible for directing an agency's janitorial and custodial services covering several major buildings which are scattered over a wide geographical area and requiring the assistance of several subordinate supervisors.

Examples of Duties:

Plans, organizes, directs and coordinates the work of janitors, watchmen, elevator operators and other custodial personnel through the assistance of janitor supervisors; plans and organizes work and vacation schedules of employees; approves or recommends for approval requests for leave of absences by employees; instructs and trains janitor supervisors and janitors; evaluates work performances of employees; reviews and evaluates oral and/or written reports of inspectional tours of subordinate janitor supervisors concerning employee attendance and work performances, cleanliness of buildings, repair needs of buildings, and other information pertinent to the efficient operation of the custodial force; takes corrective measures concerning deficiencies reported and instructs subordinates to make necessary changes or refers problems to proper authorities for remedial action; complies monthly attendance reports from daily attendance records; interviews applicants for janitorial or other custodial positions; evaluates the need for and requisitions and/or purchases supplies and equipment; establishes procedures for and controls the issuance and distribution of supplies and equipment to workers in the various buildings; takes inventory of supplies and equipment and keeps permanent records of same; may be responsible for fees collected from the public for the use of buildings and grounds; and prepares and submits oral and written reports on work activities of the staff.

Knowledge and Abilities Required:

Knowledge of: Practices, tools, equipment and materials used in janitorial work; safety practices as applied to janitorial work; building hardware, fixtures and equipment;

maintenance of housekeeping supply storerooms and inventory records; principles and practices of supervision.

Ability to: Instruct and supervise others in the operation of tools and equipment used in janitorial and simple maintenance work; issue oral and written instructions concerning rules and regulations, particularly with respect to janitorial and custodial functions; plan, organize, direct and coordinate the activities of a large number of employees scattered over a wide geographical area.

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