



County of Fresno

DEPARTMENT OF HUMAN RESOURCES
STEPHEN JOHNSON
INTERIM DIRECTOR

February 1, 2021

SENT VIA: E-MAIL

Elizabeth Camarena, Regional Director
SEIU - Local 521
5228 E. Pine Ave
Fresno, CA 93727

Re: Class Specification Revision/Consolidation - Janitor and Washer

Elizabeth:

Enclosed are revised and consolidated class specifications (both clean and with tracked changes) for the Janitor classification. It is recommended that the Washer classification be eliminated and its duties be performed by the Janitor classification. It is further recommended that incumbent Washer staff be reclassified upward into the Janitor classification.

Should you have any questions or if you would like to meet and confer regarding the impacts of these revisions, please contact Labor Relations at (559) 600-1840 with available dates and times by February 12, 2021. If we do not receive any available dates and times by February 12, 2021, we'll advise the Employment Services Division to proceed with promulgation of the revised class specifications.

Sincerely,

Steve Partain

Steve Partain
Senior Human Resources Analyst
Labor Relations

cc: Jill Barr, Internal Services Division Manager
Vanessa Jimenez, Human Resources Manager
Gilbert De La Torre, Human Resources Manager

Enclosure

2220 Tulare Street 16th Floor, Fresno, California 93721
FAX (559) 455-4790 www.co.fresno.ca.us

Administration	600-1800	Employee Benefits	600-1810
Employment Services	600-1830	Employment Verification	600-1820
Labor Relations	600-1840	Risk Management	600-1850

Equal Employment Opportunity Employer

JANITOR

DEFINITION:

Under general supervision, ~~keeps an assigned building space in a clean and orderly condition~~ maintains and cleans assigned buildings and facilities; may utilize commercial laundry equipment to launder and deliver clothing and linen; and performs related work as required.

DISTINGUISHING CHARACTERISTICS:

~~— This class is responsible for performing cleaning duties in County buildings such as washing, sweeping, waxing, mopping and polishing floors and moving furniture. This class differs from Maintenance Janitor in that the latter performs minor repair and maintenance work in addition to janitorial duties.~~

The Janitor classification series is used in County departments to perform janitorial, cleaning, laundry, and minor maintenance and repair services. Assignments include cleaning restrooms; emptying waste receptacles; sweeping, mopping, and vacuuming floors; and dusting. Assignment to Juvenile Justice Campus facilities may include laundering and delivering clean clothing and linen and checking laundry equipment and facilities for necessary maintenance.

The Janitor classification differs from the Maintenance Janitor classification in that incumbents of the latter perform light maintenance or repair work in addition to janitorial duties. This classification differs from the Supervising Janitor classification in that incumbents of the latter classification have full supervisory responsibilities over janitorial staff.

TYPICAL TASKS/SAMPLES OF DUTIES:

The information listed below is meant to serve as samples of job duties and responsibilities for positions in this classification. This list is neither inclusive nor exclusive, but indicative of several types of duties performed. Consequently, this information does not reflect Essential Functions for any given position in this classification.

1. Cleans and sanitizes restrooms, hallways, lobbies, stairways, offices or other spaces, showers, drinking fountains, sinks, and fixtures using appropriate cleaning supplies and disinfectants. Sweeps, scrubs, mops, waxes, and polishes floors.
2. Cleans floors by vacuuming, sweeping, mopping, waxing and polishing. ~~Dusts and polishes furniture and woodwork.~~
3. ~~Dusts and P~~polishes furniture, woodwork, and metal work.
4. Washes windows, windowsills, glass surfaces, and walls.
5. Moves and arranges furniture, or other heavy or large objects.
6. Replenishes chemicals and disinfectants at workstations and maintains adequate supplies to complete assigned tasks. This may include OC chemical or other hazardous material clean ups, depending upon facility assignment.

7. Empties, cleans and cleans lines waste and recycling receptacles.
8. Washes and cleans restrooms. Retrieves dirty laundry for processing; sorts, washes, and dries laundry utilizing appropriate washing agents, wash cycles, water, and drying temperatures.
9. Cleans drinking fountains and sinks. Unloads dryers and inspects laundry for damage; delivers clean laundry to designated areas. Cleans, sterilizes, and dries laundry bins and washer drain troughs, and cleans lint from all dryers.
10. Maintains good relations with County departments and the public. Checks laundry machines and janitorial equipment for any issues that may require maintenance and reports issues to supervisor.
11. May perform light grounds maintenance such as the removal of litter or debris.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Use and care of materials, chemicals, and equipment used in janitorial work;
- On-the-job safety principles and practices used in janitorial work;
- Proper operation of tools and equipment used in cleaning and caring for floors, walls, fixtures, and furniture;
- Materials and chemicals used in cleaning, sanitizing, washing, and waxing operations;
- Proper methods of sanitation and sterilization of clothing and linens, including the proper use and application of various cleaning agents and equipment.

Skills/Abilities to:

- Learn and apply department regulations, policies and procedures;
- Clean and care for buildings and facilities;
- Operate manual and power janitorial equipment and machinery and use cleaning materials safely;
- Properly use and maintain commercial laundry equipment;
- Understand and follow written and oral instructions;
- Establish and maintain effective working relationships at all organizational levels as well as with the public;
- Demonstrate and maintain a high degree of maturity, integrity, accountability and good judgement.

MINIMUM QUALIFICATIONS:

Experience: One (1) year of full-time, paid, full-time work experience.

Other License: Valid California Class "C" Driver's License Possession of a valid Class "C" driver's license, or equivalent, may be required.

JCN: 5055


Department Head Signature

01/19/21
Date

JANITOR

DEFINITION:

Under general supervision, maintains and cleans assigned buildings and facilities; may utilize commercial laundry equipment to launder and deliver clothing and linen; and performs related work as required.

DISTINGUISHING CHARACTERISTICS:

The Janitor classification series is used in County departments to perform janitorial, cleaning, laundry, and minor maintenance and repair services. Assignments include cleaning restrooms; emptying waste receptacles; sweeping, mopping, and vacuuming floors; and dusting. Assignment to Juvenile Justice Campus facilities may include laundering and delivering clean clothing and linen and checking laundry equipment and facilities for necessary maintenance.

The Janitor classification differs from the Maintenance Janitor classification in that incumbents of the latter perform light maintenance or repair work in addition to janitorial duties. This classification differs from the Supervising Janitor classification in that incumbents of the latter classification have full supervisory responsibilities over janitorial staff.

SAMPLES OF DUTIES:

The information listed below is meant to serve as samples of job duties and responsibilities for positions in this classification. This list is neither inclusive nor exclusive, but indicative of several types of duties performed. Consequently, this information does not reflect Essential Functions for any given position in this classification.

1. Cleans and sanitizes restrooms, hallways, lobbies, stairways, offices or other spaces, showers, drinking fountains, sinks, and fixtures using appropriate cleaning supplies and disinfectants.
2. Cleans floors by vacuuming, sweeping, mopping, waxing, and polishing.
3. Dusts and polishes furniture, woodwork, and metal work.
4. Washes windows, windowsills, glass surfaces, and walls.
5. Moves and arranges furniture, or other heavy or large objects.
6. Replenishes chemicals and disinfectants at workstations and maintains adequate supplies to complete assigned tasks. This may include OC chemical or other hazardous material clean ups, depending upon facility assignment.
7. Empties, cleans and lines waste and recycling receptacles.
8. Retrieves dirty laundry for processing; sorts, washes, and dries laundry utilizing appropriate washing agents, wash cycles, water, and drying temperatures.

JANITOR (Cont'd)

SAMPLES OF DUTIES: (Cont'd)

9. Unloads dryers and inspects laundry for damage; delivers clean laundry to designated areas. Cleans, sterilizes, and dries laundry bins and washer drain troughs, and cleans lint from all dryers.
10. Checks laundry machines and janitorial equipment for any issues that may require maintenance and reports issues to supervisor.
11. May perform light grounds maintenance such as the removal of litter or debris.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Use and care of materials, chemicals, and equipment used in janitorial work;
- On-the-job safety principles and practices used in janitorial work;
- Proper operation of tools and equipment used in cleaning and caring for floors, walls, fixtures, and furniture;
- Materials and chemicals used in cleaning, sanitizing, washing, and waxing operations;
- Proper methods of sanitation and sterilization of clothing and linens, including the proper use and application of various cleaning agents and equipment.

Skills/Abilities to:

- Learn and apply department regulations, policies, and procedures;
- Clean and care for buildings and facilities;
- Operate manual and power janitorial equipment and machinery and use cleaning materials safely;
- Properly use and maintain commercial laundry equipment;
- Understand and follow written and oral instructions;
- Establish and maintain effective working relationships at all organizational levels as well as with the public;
- Demonstrate and maintain a high degree of maturity, integrity, accountability and good judgement.

MINIMUM QUALIFICATIONS:

Experience: One (1) year of full-time, paid work experience.

License: Possession of a valid Class "C" driver's license, or equivalent, may be required.