

Title: Janitor II	Effective Date: June 14, 2025	Grade: 5	Job Category: Service-Maint
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CHARACTERISTICS OF WORK

Under general supervision, this position is responsible for janitorial activities, such as mopping, buffing, stripping and waxing floors, etc.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas Department of Transportation is an "at will" employer.

ESSENTIAL JOB FUNCTIONS:

- Mop floors.
- Buff floors.
- Strip and wax floors.
- Empty trash.
- Move furniture occasionally.
- Maintain furniture occasionally.

ADDITIONAL EXAMPLES OF WORK APPLICABLE TO FACILITIES MANAGEMENT

- Maintain restroom dispensers.
- Perform daily building inspection for cleanliness.
- Perform spot cleaning.
- Dust furniture.

MINIMUM REQUIREMENTS

Education and experience: Ability to read and write. Experience buffing, stripping, and waxing floors.

Knowledge, skills and abilities: Knowledge of cleaning solutions and use of cleaning tools and equipment.

Physical requirements: Ability to use electric and manual cleaning tools.

Working conditions: Availability for shift work.