

**State of Michigan  
Civil Service Commission**  
Capitol Commons Center, P.O. Box 30002  
Lansing, MI 48909

|                                     |
|-------------------------------------|
| <b>Position Code</b><br>1. JANITORE |
|-------------------------------------|

## POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

|  |   |
|--|---|
| <b>2. Employee's Name (Last, First, M.I.)</b>  | <b>8. Department/Agency</b><br>MIL AFFR CENTRAL OFFICE  |
| <b>3. Employee Identification Number</b>   | <b>9. Bureau (Institution, Board, or Commission)</b><br>Alpena Combat Readiness Training Center           |
| <b>4. Civil Service Position Code Description</b><br>JANITOR-E                                   | <b>10. Division</b><br>Services   |
| <b>5. Working Title (What the agency calls the position)</b><br>Janitor                          | <b>11. Section</b>  |
| <b>6. Name and Position Code Description of Direct Supervisor</b><br>; NONSTATE SUPERVISOR       | <b>12. Unit</b>   |
| <b>7. Name and Position Code Description of Second Level Supervisor</b><br>; NONSTATE SUPERVISOR | <b>13. Work Location (City and Address)/Hours of Work</b><br>5884 A Street, Alpena Michigan / 07:45-16:30 |

**14. General Summary of Function/Purpose of Position**

Employees working within this classification have the responsibility of providing and maintaining a reasonably high standard of clean, safe and sanitary conditions within the 49 dormitories and laundromat used by visiting units located at the Alpena CRTC.

**15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.**

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

**Duty 1**

**General Summary:**

**Percentage: 85**

Cleans and sanitize dormitories and laundromat.

**Individual tasks related to the duty:**

- Utilizes related hand and power equipment to sweep, mop, and scrub various types of hard floor surfaces.
- Utilizes power burnishing equipment to polish tile.
- Maintains, sanitizes and services hall ways, dorm rooms, restrooms, kitchens and day rooms using appropriate tools, chemicals and practices, to include replenishment of soap and, paper supplies.
- Descale showers, toilet bowls and urinals and washes shower curtains as needed.
- Empties trash receptacles and disposes of rubbish in appropriate containers.
- Dusts and polishes furniture and woodwork and trim.
- Cleans window glass inside and outside, sashes, sills and coverings.
- Washes interior and exterior walls, ceilings, doors and floors using and proper tools.
- Strip, wax and seal floors.
- Maintains carpet floors using vacuums, extractors and protectant applicators.
- Maintains a rubbish/clutter free environment inside and outside of the structure.
- Cleans light lenses and ventilation/heating diffusers.
- Cleans and polishes stainless steel appliances, fixtures and trim.
- Cleans stairways, walls and handrails.
- Makes beds in DV quarters and resets linens in all other rooms.
- Reports building issues to team leader
- Deep cleans all dorms once a year
- Shampoos 129,103 sq. ft. of carpet once a year

**Duty 2**

**General Summary:**

**Percentage: 15**

Miscellaneous duties

**Individual tasks related to the duty:**

- Performs carpet cleaning throughout the dorms when spills and stains are identified.
- Other duties as assigned.

**16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.**

The use of appropriate substances, tools and procedures necessary to accomplish the assigned tasks safely, efficiently and effectively.

The personal safety and ability to meet the mission goals for tenants and customers may be affected by the decisions of this employee.

**17. Describe the types of decisions that require the supervisor's review.**

Time and Attendance.

Scheduling new tasks.

Tool and materials requests.

Adjustment of operating procedures.

**18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.**

The employee in this position will be required to stand, bend, stoop, reach, crawl, lay, work overhead, lift reasonably loads, kneel and climb for extended periods of time.

The employee may be required to work from step ladders, operate hand and electrical tools, and work for prolonged periods in hot, cold,

wet, dry and dirty conditions.

The employee will also be periodically exposed to unpleasant fumes.

**19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.**

**Additional Subordinates**

**20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):**

- |                            |                                    |                            |                                   |
|----------------------------|------------------------------------|----------------------------|-----------------------------------|
| <input type="checkbox"/> N | Complete and sign service ratings. | <input type="checkbox"/> N | Assign work.                      |
| <input type="checkbox"/> N | Provide formal written counseling. | <input type="checkbox"/> N | Approve work.                     |
| <input type="checkbox"/> N | Approve leave requests.            | <input type="checkbox"/> N | Review work.                      |
| <input type="checkbox"/> N | Approve time and attendance.       | <input type="checkbox"/> N | Provide guidance on work methods. |
| <input type="checkbox"/> N | Orally reprimand.                  | <input type="checkbox"/> N | Train employees in the work.      |

**22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?**

Yes

**23. What are the essential functions of this position?**

Employee must be able to, follow directions verbally, and be able read and understand owner's manuals of the equipment that they will be required to use.

Employee must have knowledge and skills to operate motor vehicles and may be required to operate vehicles that have a manual transmission.

To maintain a safe and healthy environment for all personnel to conduct work and training, within the work site perimeters.

The list of duties and responsibilities is not intended to be inclusive and DMVA reserves the right to assign additional duties and responsibilities as necessary.

**24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.**

This is a new position.

**25. What is the function of the work area and how does this position fit into that function?**

This is a Military training facility that is used by various military units and military personnel. It is also utilized by various civilian local, state and federal agencies, for purposes of training and readiness in the event they are called to action for service to their government and people.

The facility contains approximately 106 enclosed structures of various types and function, small arms ranges, training areas, on a 649 acre parcel.

This position is required to maintain safe and sanitary conditions within the buildings and infra-structure that are used to house those identified above.

**26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.**

**EDUCATION:**

No specific type or amount is required.

**EXPERIENCE:**

**Janitor 4**

No specific type or amount is required.

**Janitor E5**

One year of experience in the care and cleaning of buildings.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Must have knowledge of the safe and practical use of common chemicals used in the course of the advertised duties.

Must be able to identify read and understand the Safety Data Sheets and/or instructions for products and equipment used to perform required tasks.

Must have the knowledge , skill and ability to perform assigned tasks utilizing the proper tools and equipment in a safe and effective manner.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

None

*NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.*

*I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.*

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

**TO BE FILLED OUT BY APPOINTING AUTHORITY**

Indicate any exceptions or additions to the statements of employee or supervisors.

N/A

*I certify that the entries on these pages are accurate and complete.*

\_\_\_\_\_  
Appointing Authority

\_\_\_\_\_  
Date

*I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.*

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date