

**State of Michigan
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. JANITOREA20R

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.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency BRIDGE AUTHORITIES-MACKINAC
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description JANITOR-E	10. Division Mackinac Bridge
5. Working Title (What the agency calls the position) JANITOR 4-E5	11. Section Bridges
6. Name and Position Code Description of Direct Supervisor DROPIEWSKI, LAWRENCE D; ENGINEER MANAGER LICENSED-3	12. Unit 02
7. Name and Position Code Description of Second Level Supervisor NOWACK, KIMBERLY K; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work N 415 I-75, St. Ignace, MI 49781 / 7:00 am – 4:00 pm Monday – Friday (hours may vary)

14. General Summary of Function/Purpose of Position

The general function of this position is to perform a variety of janitorial and custodial duties to maintain clean and safe buildings and ground conditions of the Mackinac Bridge Authority (MBA). This position requires possession of a valid driver's license to perform escorts over the bridge.

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: 60

Maintain clean building standards for the administration and maintenance buildings.

Individual tasks related to the duty:

- Clean administrative offices, maintenance garages, stairways (disinfecting rails), breakrooms, conference rooms, locker rooms, kitchens, fitness rooms and restrooms.
- Sweep and mop (disinfect) floors and stairwell, shake rugs, and vacuum all carpeted areas (spot cleaning when needed).
- Strip and wax floors and stairways.
- Remove, clean, and replace lighting fixtures.
- Run dishwasher and put away dishes. Disinfect and scrub sinks in kitchen areas. Clean, wipe down, and disinfect kitchen appliances (e.g., refrigerator, stove, microwave, etc.) in the areas that have them.
- Check and re-supply toilet tissues, dry and liquid soaps, cloth and paper towels. Scrub and disinfect toilet bowls and urinals. Clean mirrors. Mop and disinfect floors. Change urinal blocks when needed.
- Wash and disinfect all tabletop surfaces in breakrooms and conference rooms.
- Empty all trash containers and take it outside to the trash receptacle.
- Dust and polish all woodwork, windowsills, wall hangings, office cabinet tops, conference rooms, desktops, and main lobby, media, and conference room furniture.
- Wash inside/outside windows.
- Clean all entry way door glass (inside and out), making sure to disinfect handles and/or buttons.
- Perform deep cleaning such as carpet cleaning and floor polishing as needed.
- Perform periodic cleaning of vault upon request (carpet cleaning, dusting).
- Perform periodic cleaning of tunnel upon request (dusting cobwebs, cleaning salt residue).

Duty 2

General Summary:

Percentage: 20

Clean Toll Booths.

Individual tasks related to the duty:

- Remove trash, paper, and other debris (e.g., bottles, cups, wrappers).
- Sweep and remove mats weekly.
- Clean and wipe stainless steel counter tops and areas.
- Wash windows (inside and outside) as needed/permitted.
- Wash mats as needed.

Duty 3

General Summary:

Percentage: 10

Ground Maintenance.

Individual tasks related to the duty:

- Perform minor ground maintenance including removal of snow from sidewalks, salting walkways at office site, as needed.
- Sweep debris from sidewalks.
- Report needed repairs, safety hazards, or conditions requiring outside vendor services to supervisor.
- Observe appearance and conditions of premises and equipment.

Duty 4

General Summary:

Percentage: 10

Other duties as assigned. This duty requires possession of a valid driver's license to perform escorts over the bridge.

Individual tasks related to the duty:

- Assist staff with the Labor Day Bridge Walk.
- Maintain an inventory of cleaning and toiletry supplies.
- Work with the Groundskeeper/Chief Financial Officer (CFO)/Office Manager to order supplies.
- Load, unload and put away delivered supplies.
- Assist with seasonal and holiday decorations.
- Assist with the rearranging of furniture for meetings, office alterations, etc.
- Perform wind escort duties as needed.
- Utilize MBA vehicle for various tasks (e.g., returnables, recyclables, emergency supplies) as needed.
- 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.

Wherever possible, identify, recommend, and implement improvements in the work methods and materials utilized in the position. Report if things are broken or need repair.

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

When guidelines are unclear, unavailable, or do not apply to the situation, also decisions concerning policy or when equipment is not functioning properly.

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.

Use of ladders. This position requires bending, stooping, lifting, and carrying weights of up to 40 pounds. Exposure to unpleasant odors. May require work in and around heavy traffic in toll booth areas. Position may require availability outside normal working hours based on operational needs.

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

The general function of this position is to perform a variety of janitorial and custodial duties to maintain clean and safe building and ground conditions of the Mackinac Bridge Authority.

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

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

The function of the work area is custodial duties for the operations and administration sections located in the Mackinac Bridge Authority grounds as well as the toll booths and surrounding premises.

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:

Knowledge of:

- Standard methods, practices, tools and equipment of the janitorial service.
- Occupational hazards and safety rules.

Ability to:

- Operate and use janitorial tools, equipment and supplies such as floor buffers, vacuum cleaners, cleaning compounds and solutions.
- Follow instructions.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of a valid driver's license is required.

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.

CHRISTINA TIJERINA

Appointing Authority

1/14/2026

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