

Specification for Class of

CARETAKER

Abolished Effective February 10, 2006

Definition: Performs minor repair, maintenance and janitorial work in and around assigned State buildings and facilities.

Typical Work

Repairs or replaces defective light switches, light fixtures, light bulbs, fuses; installs electrical outlets;

Repairs or replaces doors, hardware, windows, locks, gutters, benches, tables, desks, chairs, cabinets; builds storage cabinets and shelves;

Repairs or replaces faucet washers, toilet tank flush valves, drainage systems;

Repairs and maintains electric powered janitorial tools and electric or gas powered lawn equipment such as vacuum cleaners, floor polishers, floor scrubbers, hand mowers, riding lawn mowers, edgers;

Cleans oil burner tips, furnace flues; oils air conditioners; cleans and oils boiler room equipment; replaces boiler gaskets;

Paints small offices, latrines, kitchens, classrooms;

Sweeps, scrubs, mops, waxes, polishes floors, walls, woodwork; dusts and polishes furniture and equipment; washes windows; empties and cleans ashtrays, wastebaskets, garbage containers; vacuums rugs, curtains, furniture; cleans restrooms, bathrooms, showers, toilet facilities; refills towel, soap, and tissue dispensers;

Mows grass; weeds lawns and gardens; removes trash from lawn;

Removes snow and ice from driveways and walks;

Maintains inventories and makes simple reports; requisitions needed supplies and equipment for assigned work;

Performs other related work as required.

Knowledge and Abilities

Knowledge of: use and care of materials and tools used in minor repair and maintenance of public buildings; current janitorial practices; current safety precautions.

Ability to: maintain public buildings; perform minor plumbing, carpentry and electrical repairs; safely use hand and powered tools and equipment with reasonable degree of skill; perform prolonged physical labor; work from a stepladder or scaffold; move with some agility; follow written and oral instructions; work independently; get along with other people.

Desirable Qualifications

Ability to read and write and one year of experience in building and lawn maintenance, or performing minor/general carpentry, electrical and/or plumbing repair work.

NOTES

- (1) A valid driver's license may be required for some positions in this class.
- (2) Satisfactory physical condition as indicated by an agency approved physical examination may be required.

Revised definition and minimum qualifications, and general revision: 9-13-85

Changed Minimum Qualifications to Desirable Qualifications:
1-15-99