



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505-0127

Classification Description

JANITORS AND CLEANERS, EXCEPT MAIDS AND HOUSEKEEPING CLEANERS

Class Title	Class Code	Pay Band	Alt Pay Band*
Janitors & Cleaners, Excpt Maid/Hskpr-B	O2011B	25	
Janitors & Cleaners, Excpt Maid/Hskpr-O	O2011O	25	
Janitors & Cleaners, Excpt Maid/Hskpr-A	O2011A	25	

**In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

Occupation Description

Keep buildings in clean and orderly condition. Perform heavy cleaning duties, such as cleaning floors, shampooing rugs, washing walls and glass, and removing rubbish. Duties may include tending furnace and boiler, performing routine maintenance activities, notifying management of need for repairs, and cleaning snow or debris from sidewalk.

Nature of Work

Janitors and cleaners perform a variety of heavy cleaning duties, such as cleaning floors, shampooing rugs, washing walls and glass, and removing trash. They may fix leaky faucets, empty trash cans, do painting and carpentry, replenish bathroom supplies, mow lawns, and see that heating and air-conditioning equipment works properly. Janitors may wet - or dry - mop floors, clean bathrooms, vacuum carpets, dust furniture, make minor repairs, and exterminate insects and rodents.

Distinguishing Characteristics of Levels

Note: Examples of Work are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.

Basic

- Employees in this Role perform routine janitorial services.
- Employees operate and perform routine preventative maintenance on equipment.

Recommended Education and Experience for Full Performance*

Eighth grade education.

Minimum Qualifications

Eighth grade education.

Operational

- Employees in this Role prepare requests to order supplies and equipment.

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- Employees operate and perform routine repairs on equipment; check locks on buildings and windows to maintain security; perform independent janitorial services.

Recommended Education and Experience for Full Performance

Eighth grade education.

Minimum Qualifications

Eighth grade education.

Advanced

- Employees in this Role inspect building areas to ensure that work has been done properly; issue supplies and equipment; inventory stocks.
- Employees estimate needs and prepare purchase requisitions for supplies and equipment; perform specialized janitorial services.
- Employees provide training and assistance to less experienced workers.

Recommended Education and Experience for Full Performance

Eighth grade education.

Minimum Qualifications

Eighth grade education.

Knowledge and Skills

*Note: This information has been produced by compiling information and documentation provided by O*NET. O*NET™ is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

N/A

Statutory Requirements: N/A

Conditions of Employment: Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Default FLSA Status: Non-Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

Bargaining Unit: This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

Established: 07/07/2001

Revised: 09/20/2011

**Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation.*

Note: Classification description subject to change. Please refer to the SPO website www.spo.state.nm.us to ensure this represents the most current copy of the description.