

**OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF PERSONNEL**

**JANITORIAL SUPERVISOR**

**Position Code: K4556**

**DISTINGUISHING FEATURES OF THE CLASS**

Under general supervision, performs responsible supervisory and manual work in providing janitorial services to buildings under the jurisdiction of the Office of the Secretary of State; supervises schedules and evaluates the activities of janitorial crews in an assigned building.

**ILLUSTRATIVE DUTIES AND RESPONSIBILITIES**

1. Plans, supervises and evaluates the activities of janitorial crews assigned on a shift in a geographical area under the jurisdictions of the Office of the Secretary of State.
2. Schedules and distributes work assignments including scrubbing, mopping, dusting and polishing of floors and furniture, cleaning of windows, woodwork, washrooms and fixtures, etc.
3. Follows up on assignments to assure timely completion; assists building security in ensuring that security measures are followed; ensures adequate training of new employees.
4. Maintains records and reports; reports hazardous or unsafe conditions to next level supervisor.
5. Performs other duties as required or assigned.

**REQUIREMENTS:**

**Education and Experience**

Requires knowledge, skill and mental development equivalent to completion of high school and two years experience in the janitorial field.

**Knowledge, Skills and Abilities**

- Requires ability to organize work details.
- Requires ability to maintain simple records and make reports.
- Requires ability to direct the work of student workers.
- Requires ability to follow oral and written instructions.
- Requires meeting physical examination and drug screening requirements.

## **JANITORIAL SUPERVISOR (Continued)**

Requires ability to make minor repairs and adjustments to cleaning equipment.

Requires working knowledge of the operation and care of electric sweepers, mop wringers, brushes and other household equipment.

Requires working knowledge of the materials, equipment, and methods commonly employed in the office cleaning operations.

Requires ability to train others in janitorial operations.

Requires willingness to travel and possession of a valid Illinois driver's license as required by individual positions within the class.

Approved by the Secretary of State Merit Commission – April 19, 2006

Effective – April 19, 2006

Revisions approved by the Secretary of State Merit Commission – September 16, 2009

Effective Date of Classification September 16, 2009