

**DOMINION TRANSMISSION, INC.**

**JOB DESCRIPTION**

**TITLE:** Regular Janitor

**CODE NO.:** 008

**GRADE:** -

**REPORTS TO:** As Assigned

**DATE:** August 15, 2010

**RESPONSIBILITIES:**

Perform various duties incidental to keeping office buildings, furnishings, and surrounding areas in a clean and orderly condition.

**ASSIGNED DUTIES:**

1. Keep office buildings, furnishings, and surrounding areas in a clean and orderly condition, performing any combination of the following or similar duties:
  - a. Vacuum, sweep, mop, and polish floors, hallways, stairs, and assembly areas.
  - b. Clean and polish fixtures, trim, and other related equipment and facilities.
  - c. Dispose of rubbish.
  - d. Wash walls, windows, etc.
  - e. Relamp light fixtures as required.
  - f. Care for lawns and shrubbery, including: mowing, trimming, fertilizing, etc.
  - g. Remove snow and ice from walkways and other areas as required.
  - h. Make minor repairs to windows, blinds, drapes, doors, etc., as required.
2. Prepare records and report any irregularities to structures, equipment, or grounds.
3. Make minor repairs to equipment used in the performance of assigned duties, keeping the equipment in safe and proper working condition.
4. May perform other duties as required in higher or lower classifications.