



IN REPLY REFER TO

## United States Department of the Interior

BUREAU OF INDIAN AFFAIRS  
Office of Indian Education Programs  
Human Resources Office  
P.O. Box 769  
Albuquerque, New Mexico 87103

JUL 27 2004

Memorandum

To: All Education Line Officers  
Principals  
Program Managers/Supervisors  
Business Managers/Technicians

From: Acting OIEP Human Resources Officer *Doris Willie*

Subject: Revised Excepted Qualification/Job Category Standards

Attached for your immediate use are the following revised Excepted Qualification Standards:  
(1) 57-02, Security Guard, Category 085; and (2) 36-02, School Janitor, Category 3566.

These standards cancel and replace the existing Excepted Qualification Standards accordingly:  
(1) Standard 57-01, Security Guard, Category 085, approved March 2004. (2) Standard 36-01,  
School Janitor, Category 3566, approved March 2004.

Experience required for Level 01 is being modified from 1 year to 0 for both job category standards.

If you have any questions or need additional assistance, please call Ms. Doris Willie, Classification Officer, at (505) 248-6963, or email her at [dwillie@bia.edu](mailto:dwillie@bia.edu).

Attachments

Job Category: 3566  
Excepted Qual. Standard: 36-02  
Approved: July 2004  
Authority: P.L. 95-561

  
Director, OIEP

## SCHOOL JANITOR

### CATEGORICAL PAY LEVEL:

Pay Level: 01

### DESCRIPTION OF WORK:

This position is responsible for the full range of cleaning assignments for a school. This included cleaning offices, classrooms, storage areas, hallways, entrance areas, and other assigned areas. Uses a variety of materials, chemicals and equipment to sweep, mop, scrub, wax and polish. Empties trash cans and removes trash to designated areas. Vacuums and cleans carpet, and washes windows, blinds, and chalkboards. Supervises students assigned to clean-up and other work details in and around the school and assures that they work in compliance with appropriate safety rules and regulations and without the use of hazardous materials or equipment. Performs minor maintenance, such as changing light bulbs and florescent tubes, touch-up painting, removal of graffiti, replacing door handles or panes of glass, etc. Assures equipment is properly maintained, cleaning and making adjustments and minor repairs as necessary. Responsible for maintaining janitorial supplies properly, including maintenance of and compliance with material data safety sheets. May be required to haul trash, shovel snow, remove ice, mow grass, chop weeds and trim shrubs.

### LEVEL OF RESPONSIBILITY:

Primary responsibility is to clean designated areas, using a variety of cleaning materials and equipment. And assures that all materials are properly handled. When supervising students, takes great care to assure that students are using materials properly and safety guidelines are followed.

### POSITION TITLE:

Official title is *School Janitor*. Add the parenthetical title of Leader or Supervisor to the basic title for position that is assigned this responsibility.

BASIC EDUCATION AND EXPERIENCE REQUIREMENTS:

Pay Level: 01  
Education: High School or GED Diploma  
Experience: 0

CONDITION OF EMPLOYMENT:

If the position requires operation of a motor vehicle in performance of work, a valid State Driver's license is a prerequisite. Some positions involve work-transporting students or conducting other assigned official business throughout the geographic jurisdiction of the Education Line Office. A valid State Driver's license must be maintained as a condition of employment; failure to do so may result in removal from the position.

If the position requires operation of school buses, a Commercial Driver's License (CDL) is an absolute requirement. A valid CDL must be maintained as a condition of employment; failure to do so will result in removal from the position. In accordance with Department of Interior/Bureau of Indian Affairs' Drug-Free Workplace Program all positions with CDL requirements are "Testing Designated Positions". Therefore, as a condition of employment, incumbents of these positions are subject to random drug testing. (Note: If required to drive a school bus it should be stated in the position description and identified as such.)

PHYSICAL REQUIREMENTS:

Applicants must be able to lift over 50 pounds and be in excellent physical condition. Good distant vision in one eye and ability to read without strain printed material the size of typewritten characters are required, glasses permitted. Ability to hear the conversational voice, with or without a hearing aid, is required, except that some positions may be suitable for persons who are blind or deaf. Good hand and foot coordination required. In most instances, an amputation of an arm, hand, leg or foot will not disqualify an applicant for appointment, although it may be necessary that this condition be compensated for by use of a satisfactory prosthesis.

An annual physical is required. May be required to wear personal protective clothing and equipment.