

CUSTODIAN

DEFINITION

This position is responsible for performing custodial duties, minor maintenance and other miscellaneous duties in order to ensure that municipal buildings and facilities are maintained in a healthy, safe and sanitary manner.

CLASS CHARACTERISTICS

This position reports to the City Manager and is responsible for maintaining municipal facilities and equipment. These responsibilities will help ensure the health, safety and security of the public.

ESSENTIAL FUNCTIONS

These functions may not be present in all positions in multiple position classes. When a position is to be filled, the essential functions will be noted in the announcement of position availability.

1. Clean and care for buildings and facilities in order to ensure they are maintained in a safe and healthy manner.

Main Activities:

- Clean offices, meeting chambers and recreational facilities
- Mop tile and concrete floor areas
- Vacuum all carpeted areas
- Dust all furniture and fixtures as required
- Wash and disinfect all washroom floors, toilets, toilet seats, hand dryers and fixtures
- Clean all mirrors
- Replenish toilet tissue and soap as needed
- Empty all waste baskets and garbage cans
- Place garbage in outside storage bin
- Clean entrance and exit including glass, doors and hardware
- Keep outside area near exit and entrance clear of snow, cans, paper, etc.
- Clean, wash and disinfect drinking fountains
- Wash all finger marks from walls, doors, hardware and glass
- Perform and/or report minor maintenance repairs
- Clean kitchen sinks and counters
- Report damages and acts of vandalism
- Wash and buff floors with floor polisher
- Wash entrance and exit floors
- Spot clean walls and toilet partitions

2. Maintain storage areas and cleaning equipment, materials and supplies in a safe and orderly manner in order to ensure the safety of staff and the public.

Main Activities:

- Secure storage areas
- Ensure cleaning materials and supplies are stored in a safe and orderly manner
- Maintain an adequate supply of cleaning materials and supplies
- Restock materials and supplies
- Make note of the need for equipment repairs

3. Perform other related duties as required

QUALIFICATIONS GUIDELINES

Education and/or Experience

Incumbent may possess any combination of education and/or experience that provides the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include graduation from high school or GED equivalent.

Knowledge, Skills and Abilities

The incumbent must have proficient knowledge in the following areas:

- Knowledge of standard cleaning procedures, chemicals, products and equipment
- Knowledge of the Workplace Hazardous Materials Information System
- Team building
- Decision making skills
- Problem solving skills
- Effective verbal and listening communications skills
- Time management skills
- Ability to read and understand labels and instructions, particularly on the use and application of cleaning chemicals and products
- Ability to work under little supervision or no supervision

The incumbent would normally attain the required knowledge and skills through related experience and completion of a Workplace Hazardous Materials Information Systems course. Equivalencies will be considered.

PHYSICAL PROFILE: II,2, 3, 4,5, 6,7,8,12,13,14,15,16,17,18,19,20, 22