



JOB DESCRIPTION

TITLE: CUSTODIAN

DEPARTMENT: All Departments

LEVEL: 4

Position Last Evaluated: Dec 2014
Job Desc. Last Updated: Feb 2015

JOB SUMMARY

Under the direction of a Supervisor or Manager, the incumbent maintains and cleans buildings and is responsible for cleanliness of grounds, carrying out minor repairs, maintaining building security and comfort, and performing other related duties. Assists the public in the use of departmental facilities.

TYPICAL DUTIES AND RESPONSIBILITIES

1. Moves furniture and equipment, performs minor routine maintenance and repairs, and washes and cleans furniture, equipment, and facilities.
2. Collects refuse and litter from facilities and grounds, and separates recyclable materials.
3. Strips and polishes floors, manually or with mechanical cleaning equipment, and vacuums and cleans carpets.
4. Cleans snow from steps and walkways.
5. Cleans and disinfects washrooms, locker rooms, lunch rooms, and cell block area as required.
6. Reports major repairs required and performs touch-up painting.
7. Unplugs sinks and toilets and changes faucet washers.
8. Receives and maintains inventory records of janitorial supplies and equipment.

TYPICAL DUTIES AND RESPONSIBILITIES cont.

9. Obtains, sets up, and removes equipment for instructors/public, as required for events and activities.
10. Monitors all factors regarding safety and security of the public in relation to the operation and use of the facility and attends to flag duties.
11. Secures facilities/locks, makes routine security checks, and maintains hardware.
12. Adjusts heating and air conditioning controls, replaces filters and carries out routine maintenance on a scheduled basis.
13. Prepares coffee for various meetings and events, and waters and maintains plants.
14. Cleans vehicles and transports to garage for repairs.
15. Performs other duties as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Working knowledge of standard methods, materials, and equipment used in maintenance of buildings.

Ability to communicate courteously and tactfully in explaining or exchanging data or information.

MINIMUM TRAINING AND EXPERIENCE REQUIRED

Completion of Grade 12 plus successful completion of a Building Service Worker Course – Level 1.

3 months' related experience.

Or an equivalent combination of education and experience.

Possession of a valid Class 5 BC Driver's Licence.

Satisfactory Criminal Record Check.

Obtain and maintain RCMP security clearance for positions in Police Services.

GENERAL STANDARDS

All employees shall take reasonable care to protect their health and safety, and the health and safety of other persons by becoming familiar with the Occupational Health & Safety (OH&S) Program, following established safe work procedures, using protective equipment, and asking for training if unfamiliar with work requested to perform.

Contributes in maintaining a respectful, safe, and supportive work environment that embraces diversity and where everyone is treated with courtesy, dignity, and fairness.

Adheres to City policies and objectives.