



JOB CLASSIFICATION DESCRIPTION

CARETAKER CUSTODIAN

DATE REVISED: November 2013

Job Summary:

Under the general direction of a supervisor, the incumbent performs a variety of repetitive cleaning, minor maintenance and/or building service tasks following well established and easily learned procedures in or around public buildings. The character of the work may dictate shifts other than day shifts.

Primary Duties and Responsibilities:

- Sweeps, mops, strips, waxes, buffs and polishes floors; vacuums floor coverings and upholstered furniture; dusts, cleans, waxes and polishes furniture; dusts and cleans rooms; washes walls, windows, fluorescent tubes and light fixtures; collects and transfers garbage to larger containers; washes, rinses, dries and shelves glassware, china, cutlery, pots and pans; cleans and polishes metal doors, hand rails and letter box.
- Performs simple and non-technical building maintenance tasks.
- Replaces incandescent or fluorescent lamps and ballasts; oils locks, window hinges and chairs; cleans and/or replaces filters; readies buildings for daily use by unlocking doors, adjusting heat controls, positioning furniture, opening and/or closing windows.
- Receives merchandise delivered to the buildings or other locations as required.
- Cleans restrooms and replenishes supplies; unstops sinks/toilets; changes faucet washers; replaces light switch plates; reports need for major repairs.
- Sets up and restacks tables and chairs; portable stages, partitions; moves office furniture and equipment; moves or disposes of materials as required.
- Sweeps sidewalks, clears snow and picks up refuse and generally assists with grounds maintenance tasks.
- Performs other duties as required.

Necessary Qualifications

Knowledge:

- Knowledge of standard methods, materials and equipment used in janitorial care and maintenance of buildings.
- Knowledge of the City of Parksville safe work procedures and policies and WorkSafeBC's, act and regulation.
- Knowledge of the occupational hazards and safety requirements of the work.

Skills/Abilities:

- Ability to understand and execute oral and written instructions.
- Physical strength and agility sufficient to perform the work.
- Good understanding of safety requirements as they relate to the work involved.
- Demonstrated ability to operate related equipment.
- Ability to deal effectively with co-workers and the public

Education:

- Completion of Grade 12 preferably supplemented with the successful completion of a Building Service Maintenance Course or an equivalent combination of training and experience.

Training/Certification:

- Possession of a valid Class 5 BC Drivers Licence and good driving record.

Experience:

- Experience in the work and applicable practices of janitorial care and maintenance of buildings would be preferred.

Unusual Working Conditions

- Perform physically demanding work.
- Required to work with and communicate with city staff and members of the public in an effective and courteous manner.
- The employee may be required to work alone and will be required to follow the Working Alone Safe Work Procedure – following check-in/check-out practices/procedures.
- May come in contact with bio-hazardous materials and will be required to follow the exposure control plan and safe work procedures.

The above statement is a general description of the principal functions of this job and is not a detailed description of all job duties.

Signature of Incumbent: _____ Date: _____
