



## JOB DESCRIPTION

### CUSTODIAN/MAINTENANCE WORKER

#### POSITION SYNOPSIS AND PURPOSE

Reporting to the Director of Public Works, the Custodian/Maintenance Worker is responsible for the daily, weekly, and monthly cleaning and maintenance of County buildings. The major tasks, duties, and responsibilities performed by this position are maintaining cleanliness both inside and outside of County buildings, making minor repairs and tending to the grounds regarding snow clearing and cutting grass.

#### MAJOR RESPONSIBILITIES

Description	Approx. Time Spent (%)
<b>Custodial Work</b> <ul style="list-style-type: none"> <li>• Sweep, vacuum, mop, wax floors, and stairwells.</li> <li>• Clean and sanitize washrooms, kitchens, offices, and common spaces.</li> <li>• Clean windows, doors, railings, glasses, and mirrors.</li> <li>• Stock and maintain cleaning supplies as well as washroom, and kitchen supplies.</li> <li>• Maintain all equipment used for cleaning duties.</li> <li>• Empty waste and recycling bins.</li> <li>• Take careful and safety measures in the use of chemicals.</li> </ul>	65
<b>Building Maintenance</b> <ul style="list-style-type: none"> <li>• Perform minor repairs and adjustments (drywall repairs, painting, doors, and ceiling tiles etc.).</li> <li>• Collaborate with service providers (Plumber, Electrician, HVAC etc.).</li> <li>• Assist with moving office furniture.</li> <li>• Notify supervisor of occurring deficiencies or needs for repairs.</li> </ul>	15
<b>Grounds Maintenance</b> <ul style="list-style-type: none"> <li>• Responsible for snow clearing at entrances, walkways, ramps, and parking areas.</li> <li>• Responsible for keeping grass and plants maintained.</li> <li>• Perform minor repairs and adjustments (walkways, stairs, and fence etc.).</li> <li>• Collaborate with service providers (Electrician, Landscaper etc.).</li> <li>• Notify supervisor of occurring deficiencies or needs for repairs.</li> </ul>	15
<b>Miscellaneous</b> <ul style="list-style-type: none"> <li>• Perform and document routine inspections and maintenance activities.</li> <li>• Request additional training when required.</li> <li>• Stay up to date on Health and Safety issues related to the position and alert supervisor of health and safety concerns</li> </ul>	5

\*Note: All activities are expected to be performed in a safe manner, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies,

procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.

## **DECISION MAKING AND INDEPENDENCE**

- a) **List up to 3 examples of the types of decisions that are made or issues/situations that are dealt with on a regular basis and how judgement is used to resolve them:**
1. Carrying out routine cleaning duties properly and according to schedule.
  2. Carrying out routine maintenance properly and according to schedule.
  3. Replenishing bathroom and kitchen supplies.
- b) **List up to 3 examples of situation or problems that are referred to the supervisor for direction or resolution:**
1. Purchasing supplies, equipment, etc.
  2. Obtaining outside services for repairs and services.
  3. Altering specifications and procedures.

## **REQUIRED TRAINING**

- Orientation which includes
  - All Corporate Policies/Procedures
  - WHMIS GHS Training
  - Respect in the Workplace
  - MOL Worker H & S Training
  - AODA
- Additional training includes
  - First Aid
  - Misc. equipment

## **MINIMUM QUALIFICATIONS (must have)**

a) **Education (degree/diploma/certifications)**

- Grade 12 or its equivalent

b) **Experience**

- 2 year's related experience

c) **Knowledge/Skill/Ability**

- Knowledge of custodial processes
- Knowledge of cleaning chemicals & supplies
- Knowledge of minor building & property maintenance
- Ability to operate equipment e.g., midsize truck with plow & sander, lawnmower, weed trimmer.

## **REQUIRED QUALIFICATIONS**

- Class G Driver's Licence

## WORK SETTING

### CONTACTS

Frequency Legend
<b>Constant</b> – every day for most of day
<b>Frequent</b> – daily
<b>Regular</b> – weekly
<b>Occasional</b> – bi-weekly to monthly

Contact	Frequency	Nature of Interaction
Director of Public Works	Frequent	Coordinate activities, receive direction
Public Works Admin. Asst.	Frequent	Coordinate activities, provide comments
Other Staff	Regular	Discuss concerns and issues, document for reporting
Service Providers	Occasional	Discuss and guide to repair areas
Supplies	Occasional	Describe equipment issues, obtain supplies

## WORK CONDITIONS/PHYSICAL/MENTAL EFFORT

Please check off all that apply

Frequency Legend
<b>Constant</b> – every day for most of day
<b>Frequent</b> – daily
<b>Regular</b> – weekly
<b>Occasional</b> – bi-weekly to monthly

### 1. Hours of Work

Normal: Monday – Friday 6:00 a.m. – 2:30 p.m.	<input checked="" type="checkbox"/>
Evenings/Weekends: As required or emergency	<input checked="" type="checkbox"/>
On-Call: No	<input type="checkbox"/>
Over-time: As required	<input checked="" type="checkbox"/>

**Examples:** Regular hours of work are 6:00am – 2:30pm, Monday to Friday, 40 hours per week. As required to meet departmental objectives (emergencies).

### 2. Work Environment

	Constant	Frequent	Regular	Occasional	Percentage
Indoors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	75%
Outdoors	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	25%
					=100%
Attend internal/external meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Time spend travelling, locally	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Frequency of interruptions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
Interaction with irate/aggressive clients/customers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	-

**Examples:** Majority of work tasks completed indoors with some tasks are performed outdoors (snow clearing and summer property maintenance).

### 3. Hazards

	Constant	Frequent	Regular	Occasional
Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dirt, Dust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hazardous chemicals	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disagreeable weather conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Examples:** Performing routine custodial and maintenance duties.

### 4. Physical Requirements

	Constant	Frequent	Regular	Occasional
Operating and/or maintaining vehicles and equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Standing</li> <li>• Sitting</li> <li>• Walking</li> <li>• Climbing</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Requirement to lift objects (max 40 lbs)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pushing and/or pulling objects to complete tasks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PPE worn on a regular basis (list type):				
<ul style="list-style-type: none"> <li>• Boots</li> <li>• Vest</li> <li>• Hard hat</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Types of tools used (list type):				
<ul style="list-style-type: none"> <li>• Computer</li> <li>• Mobile Phone, tablet</li> <li>• Pick up truck</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Examples:** Work sites

### 5. Mental Requirements

	Constant	Frequent	Regular	Occasional
Requires awareness of surroundings	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visual effort required on a concentrated basis	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Requirement to listen attentively	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Examples:** When operating vehicles and equipment

## **POSITION CLASSIFICATION**

Position Title: Custodian/Maintenance Worker

Department: Public Works

Work Location: County Buildings

Reports to (Direct): Director of Public Works

Position(s) Supervised Directly: NA

Position(s) Supervised Indirectly: NA

Effective Date: March 2024

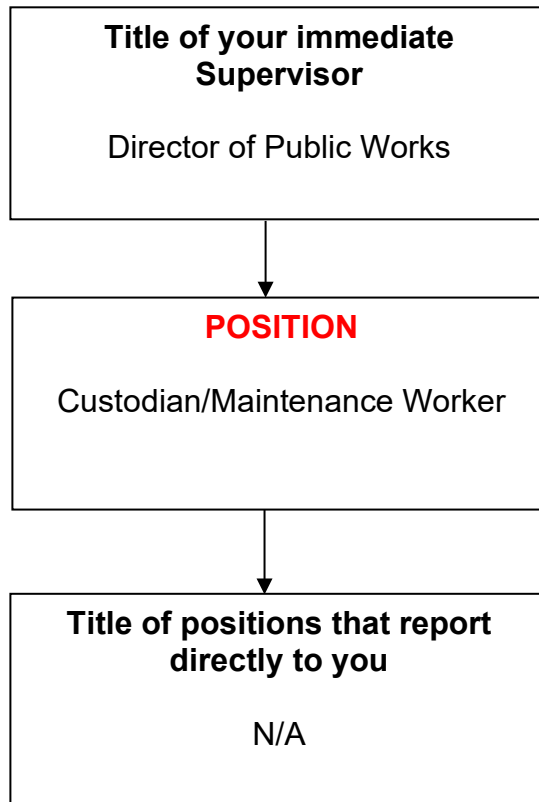
Revision Date:

Salary Range: As per the collective agreement

Hours Per Week: 40

## ORGANIZATIONAL CHART

List the reporting relationship of this position to others within the immediate department.



Note: The foregoing is intended to outline the general description of duties and responsibilities for this position. It is not intended nor should it be interpreted as a complete inclusive description.