



CITY OF
PRINCE GEORGE

JOB DESCRIPTION

<u>JOB TITLE:</u>	CUSTODIAN 2	<u>SCHEDULE:</u>	B
<u>DIVISION:</u>	FACILITIES MAINTENANCE	<u>PAYGRADE:</u>	9
<u>DEPARTMENT:</u>	COMMUNITY SERVICES		

JOB SUMMARY:

The incumbent is responsible for day-to-day cleaning and daily maintenance work in a variety of facilities including offices, industrial shops and policing facilities. Specific duties assigned vary according to the type and function of the facility assigned to. In the absence of the Custodial Foreman, this position is responsible for the supervisory and administrative work involved in overseeing the custodial cleaning and daily maintenance operations for Civic Facilities. The incumbent must exercise initiative and independent judgment while making decisions in accordance with established policies and procedures and with limited general instructions given at the beginning of a shift. This is a physically demanding position and requires the incumbent to work a varied schedule, including evenings and weekends. As a condition of employment, the incumbent must successfully obtain and maintain an RCMP Reliability Security Clearance. Performs other related duties as required.

MAJOR RESPONSIBILITIES:

Under the general supervision of the Custodial Foreman:

Ensures Civic Facilities needs are met by:

- performing a wide variety of custodial activities, routine maintenance tasks and minor repairs;
- recording information related to building maintenance needs;
- advising supervisor of operational problems and supply or equipment issues;
- participating in the set-up and tear-down of tables, chairs and other equipment and supplies in accordance with user needs;
- using a computer to complete tasks such as emails, work orders, activity reports, and supply and equipment inventory information;
- working well in a team environment;
- maintaining security of civic properties by securing and arming buildings, compounds and equipment as required; and
- assuming the responsibilities of the Custodial Foreman in his/her absence.

Performs maintenance tasks such as:

- identifying and diagnosing minor repair and maintenance needs and correcting, where appropriate, or referring to other service providers;
- performing custodial and routine building maintenance tasks;
- completing seasonal facility custodial projects;

- assisting with preventative facility and equipment maintenance; and
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- monitoring work-related conditions to comply with prescribed operating and safety standards.

Performs physical activities such as:

- lifting and carrying heavy objects weighing up to 50 lbs;
- walking, standing, lifting, carrying, and climbing for long periods of time;
- operating machinery needed to perform custodial and maintenance tasks;
- using common hand and power tools needed for routine maintenance and minor repairs to facility and building-system equipment; and
- climbing ladders and operating lift devices to work at heights.

Demonstrates an understanding of the facility by:

- comprehending and making inferences from written materials, contract specifications, equipment manuals and safety policies/procedures;
- understanding job-related material regarding customer service standards and team expectations; and
- providing suggestions for improvements to activities or function of the job.

Ensures safety by:

- performing all tasks in compliance with safe work procedures;
- identifying and rectifying unsafe, or potentially unsafe, conditions;
- following emergency procedures and required operational checklists to ensure facility and system security;
- determining compliance with prescribed operating and safety standards: and
- staying current with Worksafe BC regulations.

QUALIFICATIONS:

Education: Completion of Grade 12. Preference will be given to those who have completed formal custodial training such as the Building Services Worker courses. Preference will also be given to those who have completed at least one level of Management Skills for Supervisors, or equivalent programs.

Experience: Five years related experience in building custodial and maintenance work. A minimum of one year as a direct supervisor of custodial staff in similar facilities.

Knowledge and Skills: Demonstrated commitment to customer service excellence. Ability to lead, train, supervise and evaluate staff. Sound judgment and decision making abilities. Ability to maintain confidentiality in the daily performance of duties. Considerable knowledge of custodial and routine building maintenance tasks. Considerable knowledge of the tools and equipment used in the custodial and building maintenance fields. Demonstrated ability to use materials, and operate equipment, in a safe and efficient manner. Ability to perform semi-skilled minor mechanical and building repairs. Ability to handle chemicals and corrosive materials in a safe, efficient and effective manner. Ability to recognize report and/or rectify actual and potential safety hazards. Sufficient physical strength and stamina to perform the required duties. Ability to climb ladders and be comfortable working with heights or in confined spaces. Exceptional ability to self motivate and

to function with minimum direction and supervision. Ability to work within, and contribute to, a proactive team environment. Demonstrated judgement and sound problem solving abilities. Excellent interpersonal skills to build and maintain cooperative working relationships with other City employees. Ability to deal courteously, tactfully and diplomatically with members of the general public as well as internal and external customers. Ability to prepare and organize written material. Demonstrated competence in operating a computer in a Windows-based environment. Knowledge of WorkSafe BC regulations, occupational hazards and safe work procedures as it relates to the position, including but not limited to: bullying and harassment, working alone and other significant hazards.

Valid BC Drivers license: Yes - Valid BC driver's license, class 5 (unrestricted).
Vehicle Usage: Yes/. As per the Transportation Policy.
Police Information Check: Yes. As a condition of employment, the incumbent must be able to obtain and maintain an RCMP Enhanced Reliability Status.

Prepared by: Web Barker, Rae-Ann Emery
Date prepared: August 2009
Date revised:
Revised by: