



A Natural Attraction

City of Quinte West

Job Description

Position: Custodian
Department: Corporate and Financial Services
Reports to: Manager of Buildings & Facilities

Purpose and Scope:

Reporting to the Manager of Buildings & Facilities and/or the Head Custodian, the incumbent is responsible for the cleanliness of Quinte West owned facilities. The position is responsible for room set-up, monitoring, performing and recommending repairs/maintenance and carrying out security functions to ensure safe, clean, tidy and well-functioning facilities. Regular evening and weekend shifts required.

Duties and Responsibilities:

The position will:

- Clean City facilities employing proper methods in accordance with approved standards using proper and adequate equipment, tools and supplies. (mopping, sweeping)
- Monitor and report as necessary, the attendance and use of the facilities.
- Monitor operation of facility equipment/fixtures such as boilers, water heaters, mechanical systems etc. and report problems arising.
- Maintain facility entrances free of snow, ice, litter, etc.
- Ensure proper disposal of garbage/refuse/recycling in accordance with City By-laws/procedures and Department policy.
- Monitor restricted parking and report problems/emergencies.
- Assist user groups and other approved organizations in the provision of resource support when directed.

- Complete room set-ups including the lifting of tables, chairs and related office equipment.
- Respond to any facility emergencies or problems which may occur and complete the appropriate action and reports.
- Promote good public relations giving the City of Quinte West a positive public image through its facilities and services.
- Ensure that the facility users comply with municipal policies, provincial codes, acts and legislation related to the facility bookings.
- Be aware of and follow the Occupational Health & Safety Act.
- Attend related training and development as required.
- Respond to evening and weekend emergency callouts in the event of building alarms and emergencies.

Note: Above duties are representative of a typical position and are not to be construed as all-inclusive.

Contacts:

The position will have direct contact with:

Internal: Director of Corporate and Financial Services, Manager of Buildings & Facilities, other department staff.

External: Volunteer groups and association, the general public, other community agencies.

Education/Specialized Training/Skills:

The position will require:

- Minimum of a High School Diploma or Equivalent.
- Valid Class G Driver's Licence and safe driving record.
- Demonstrated interpersonal and team skills.
- Basic knowledge of the operation of heating systems and other facility equipment.
- Comprehensive knowledge of the Occupational Health & Safety Act.
- WHMIS, First Aid and CPR training.
- Effective communication skills.

Work Experience:

A minimum of one (1) year of experience in custodial services in a public facility is required. Demonstrated interpersonal and team skills are necessary.

Decision Making:

The position is responsible for providing timely, accurate information to the Manager of Buildings & Facilities and for responding to the decisions and directions generated by same.

Supervision:

- Not Applicable

Work Environment:

- Regular work in indoor facilities.
- Evening and weekend work required.
- Periodic outdoor parks work required.



Manager of Buildings and Facilities

Oct 6 2016

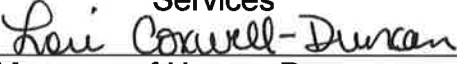
Date



Director of Corporate and Financial
Services

Oct 5/16

Date



Manager of Human Resources

October 6, 2016

Date

