



## JOB DESCRIPTION

CITY OF  
ST. CATHARINES

		<b>Employee Group</b>	CUPE Local 150
<b>Job Title</b>	Building Custodian	<b>Pay Group</b>	3
<b>Department</b>	Transportation and Environmental Services (TES)	<b>Division</b>	TES Operations
<b>Supervised By</b>	Foreman III – Facilities Maintenance	<b>Directs</b>	Students

### SUMMARY OF DUTIES:

To be responsible for maintaining the cleanliness and security of the building and surrounding area to which they are assigned.

### DUTIES AND RESPONSIBILITIES:

*(These set out the principal functions of the position, and shall not be considered as a detailed description of all the work requirements.)*

1. Clean rugs, walls and floors, using cleaning materials and equipment. Such duties include, but are not limited to, washing, waxing and stripping floors.
2. Clean facilities, sanitize and replenish stock.
3. Ensure security of facility: unlocking, locking, operating alarm systems and liaise with alarm companies when necessary.
4. Inspect facility and perform minor repair when required, report all issues to Foreman.
5. Prepare meeting room for user group. Such duties include but are not limited to, setting up chairs, tables and any required audio and /or visual equipment. Assist Building Custodian in duties as required.
6. Complete inspection reports as required (e.g. lighting, fire and sprinkler systems).
7. Responsible for flag protocol at municipal sites.
8. Meet and liaise with contract providers for maintenance, repair and inspection purposes.
9. Collect and set out garbage and recycling for collection.
10. Ensure equipment is safe to operate, securely stored and practice good housekeeping of vehicle and work area.
11. Provide excellent customer service; respond to needs of all customers and staff as required.
12. Efficiently and accurately complete paperwork (e.g. daily performance logs, time sheets and accident reports).
13. Perform other similar and related duties as required.

**POSITION REQUIREMENTS:**

- Grade 12 Diploma or General Educational Development (GED) Certificate.
- Valid - Standard First Aid / CPR C Certification as recognized through the Workplace Safety and Insurance Board (WSIB).
- Valid, unrestricted Class "G" driver's licence held in good standing. "DZ" licence preferred.
- 1 - 3 years of experience as a custodian required. Experience stripping and waxing floors and other industrial cleaning experience preferred.
- Recent experience with snow removal equipment an asset.
- Formal training and experience with the Occupational Health and Safety Act in particular as it relates to maintenance and construction activities (e.g. Personal Protective Equipment (PPE), fall arrest, trench safety).
- A demonstrated commitment to enhancing a safety culture. Knowledge of City of St. Catharines safety policies preferred.
- Demonstrated knowledge of the Ontario Traffic Manual with emphasis on Book 7 preferred. Ability to safely set up traffic control in work zones during roadway or utility construction and maintenance operations.
- Ability to meet the physical demands of the job as described in the physical demands analysis (PDA).
- Availability to work flexible hours (e.g. working shifts for a 7 day, 24 hour operation, overtime, winter control).
- Effective time management skills and attention to detail with the ability to organize work to meet deadlines, multi-task and work independently in situations with minimal supervision.
- Exceptional customer service skills with a strong sense of public service and cooperation, and well developed abilities to deal with the public and citizens' groups.
- Basic computer skills, experience with Microsoft Office Suite an asset.

Approved by:

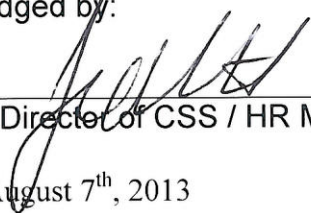


Director of Transportation and Environmental Services

Date

Oct. 21/13

Acknowledged by:



Assistant Director of CSS / HR Manager

Date

OCT 28 / 13

Revised August 7<sup>th</sup>, 2013