

## CITY OF PARKSVILLE - JOB CLASSIFICATION DESCRIPTION

### CARETAKER / CUSTODIAN

DATE REVISED: November 2021

#### **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.

#### **Primary Duties and Responsibilities:**

- Cleans restrooms and replenishes supplies; unstops sinks/toilets; changes faucet washers; replaces light switch plates; reports need for major repairs.
- 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, handrails and letter box.
- Performs effortless and non-technical building maintenance tasks.
- Replaces incandescent or fluorescent lamps and ballasts; oils locks, window hinges and chairs; cleans and/or replaces filters.
- Receives merchandise delivered to the buildings or other locations as required.
- 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.

##### **Ability to:**

- Communicate effectively, both verbally and in writing.
- Receive and follow work direction with limited supervision.
- Maintain accurate records; record and prepare routine correspondence.
- Establish and maintain effective working relationships.
- Deal effectively and diplomatically with the public, co-workers, and outside agencies.
- Work safely with safe work procedures, including working alone and hazard risk assessments.
- Demonstrated ability to operate related equipment.

**Required Qualifications:**

- Grade 12, plus a Building Service Maintenance Program (2 weeks) and WHMIS Certification.
- Possession of a valid Class 5 BC Drivers Licence and good driving record.
- 6 – 12 months experience in janitorial care and maintenance.

OR an equivalent combination of training and experience.

**Unusual Working Conditions**

- Involves outside work on a year-round basis.
- 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.

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