

## CITY OF PARKSVILLE – JOB CLASSIFICATION DESCRIPTION

### BUILDING SERVICE WORKER

DATE CREATED: March 2021

#### **Job Summary:**

Reporting to the Facilities supervisor, the incumbent performs daily cleaning and maintenance tasks to ensure the safety, cleanliness and security of city owned buildings.

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

- Cleans restrooms, replenishes supplies, unstops sinks/toilets.
- Sweeps, mops, vacuums, waxes, polishes floors.
- Wipes down high touch points, furniture; dusts and cleans office space.
- Washes walls and windows.
- Collects and transfers garbage to larger containers.
- Secures buildings by locking doors, windows and activating alarms.
- Assists with set-up for events; moves office furniture and equipment.
- Assists with minor building repairs such as broken windows, replacing lights, etc.
- May be required to clear sidewalks from snow.
- Performs other duties as assigned.

#### **Necessary Qualifications:**

##### **Knowledge:**

- Knowledge of standard methods, materials and equipment used in janitorial care and maintenance of buildings.
- Knowledge of the occupational hazards and safety requirements of the work.

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

- Receive and follow work direction; exercise initiative and judgment in carrying out duties with limited supervision.
- Operate a variety of tools and equipment to perform the work.
- Communicate effectively, both verbally and in writing.
- Record and prepare routine correspondence.
- Operate word processing software.
- Establish and maintain effective working relationships.
- Deal effectively and diplomatically with the public, co-workers and outside agencies.
- Work safely in accordance with safe work procedures, including working alone and hazard risk assessments.

**Required Qualifications:**

- Grade 12
- Building Service Maintenance Program (2 weeks)
- Current WHMIS Certification
- First Aid Level 1
- Valid Class 5 BC Drivers Licence and good driving record
- One (1) year experience performing janitorial duties

**OR a combination of relevant qualifications, education and experience.**

**Unusual Working Conditions:**

- Involves working 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.

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