



CITY OF  
PRINCE GEORGE

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# JOB DESCRIPTION

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<b><u>JOB TITLE:</u></b>	<b>CLEANER</b>	<b><u>SCHEDULE:</u></b>	<b>C</b>
<b><u>DIVISION:</u></b>	<b>FACILITY MAINTENANCE</b>	<b><u>PAYGRADE:</u></b>	<b>2</b>
<b><u>DEPARTMENT:</u></b>	<b>RECREATION &amp; EVENTS</b>		

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## **JOB SUMMARY:**

Under direct supervision, the incumbent is responsible for cleaning tasks that include, but are not limited to: sweeping, dusting, cleaning floors and washrooms, cleaning offices and public spaces, and operating heavy-duty cleaning equipment. The work is routine and repetitive and is subject to quality checks by a supervisor. Unusual problems would be referred to the immediate supervisor. The work is physically demanding and requires considerable physical strength and stamina. Hours of work vary depending on the facility assigned to and includes evenings, weekends and holidays. Performs related duties.

## **MAJOR RESPONSIBILITIES:**

**Under direct supervision, ensures cleanliness of City facilities by:**

- emptying garbage bins;
- dusting office furniture including tables, desks and chairs;
- cleaning washrooms including sinks, taps, toilets and urinals;
- dusting and cleaning washrooms;
- washing walls, fixtures and windows;
- sweeping and dust-mopping floors;
- operating a vacuum cleaner;
- operating heavy-duty cleaning equipment such as polishers and wax buffers;
- operating ride-on scrubbers and push-type floor scrubbers;
- performing regular maintenance and minor repairs to cleaning equipment;
- performing related duties.

## **QUALIFICATIONS:**

**Education:** Grade 12.

**Experience:** One year of relevant experience.

**Knowledge & Skills:** Considerable knowledge of custodial tasks and minor repairs. Demonstrated ability to use materials, and operate equipment, in a safe and efficient 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 at heights. Demonstrated commitment to customer service excellence. Ability to

respond professionally, efficiently and appropriately to client requests. Exceptional ability to self-motivate. Ability to work within, and contribute to, a proactive team environment. Ability to read and follow detailed oral and written instructions. Excellent interpersonal skills and the ability 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 clients. 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 Driver's License: N/A  
Vehicle Usage: N/A  
Police Information Check: Yes.

**Prepared by:** D. Bourret, W Loukes  
**Date prepared:** June 2008  
**Date revised:**  
**Revised by:**