



CITY OF  
PRINCE GEORGE

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# JOB DESCRIPTION

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<b><u>JOB TITLE:</u></b>	<b>CUSTODIAN 1</b>	<b><u>SCHEDULE:</u></b>	<b>B</b>
<b><u>DIVISION:</u></b>	<b>FACILITIES MAINTENANCE</b>	<b><u>PAYGRADE:</u></b>	<b>7</b>
<b><u>DEPARTMENT:</u></b>	<b>RECREATION &amp; EVENTS</b>		

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## **JOB SUMMARY:**

The incumbent is responsible for the day-to-day cleaning and minor maintenance work in a variety of facilities including low rise offices, industrial shops and policing facilities. Specific duties assigned vary according to the type and function of facility assigned to. The incumbent must exercise initiative and independent judgment while making decisions in accordance with established policies and procedures and with limited general instructions given at the beginning of a shift. This is a physically demanding position and requires the incumbent to work a varied schedule, including evenings and weekends. The incumbent must successfully obtain and maintain an RCMP Reliability Status as a condition of employment. Performs other related duties as required.

## **MAJOR RESPONSIBILITIES:**

**Under general supervision of the Custodial Foreman or designate:**

### **Ensures Civic Facilities needs are met by:**

- performing a wide variety of custodial activities, routine maintenance tasks and minor repairs;
- sweeping, dust mopping, washing, stripping and waxing floors;
- operating vacuum and polishing machines;
- cleaning walls, fixtures, appliances and windows;
- cleaning washrooms and replenishing soap and paper in washrooms;
- recording information related to building maintenance needs;
- advising supervisor of operational problems and supply or equipment issues;
- participating in the set-up and tear-down of tables, chairs and other equipment and supplies in accordance with event specifications;
- using a computer for such things as emails, work orders, activity reports, , and supply and equipment inventory information;
- working well in a team environment; and
- maintaining security of civic properties by securing and arming buildings, compounds and equipment as required.

### **Performs routine maintenance tasks such as:**

- assisting with preventative facility and equipment maintenance;
- carrying out minor building repairs, as well as changing light bulbs;
- performing routine checks on a variety of equipment;

- monitoring work-related conditions to comply with prescribed operating and safety standards; and
- servicing and carrying out minor repairs to equipment, and reporting major jobs to supervisor.

**Performs physical activities such as:**

- lifting and carrying objects weighing up to 50 lbs. or 23 kgs.;
- walking, standing, lifting, carrying, and climbing for long periods of time;
- operating machinery needed to perform custodial and maintenance tasks;
- using common hand and power tools needed for routine maintenance and minor repairs to facility and building-system equipment; and
- climbing ladders and operating lift devices to work at heights in excess of 25 feet.

**Demonstrates an understanding of the facility by:**

- comprehending and making inferences from written materials, contract specifications, equipment manuals and safety policies/procedures;
- understanding job-related material regarding customer service standards and team expectations; and
- providing suggestions for improvements to activities or function of the job.

**Ensures safety by:**

- performing all tasks in compliance with safe work procedures;
- identifying and rectifying unsafe, or potentially unsafe, conditions;
- following emergency procedures and required operational checklists to ensure facility and system security; and
- determining compliance with prescribed operating and safety standards.

**QUALIFICATIONS:**

**Education:** Completion of Grade 12.

**Experience:** One year of related experience in building custodial and maintenance work.

**Knowledge and Skills:** Demonstrated commitment to customer service excellence. Ability to maintain confidentiality in the daily performance of duties. Considerable knowledge of custodial and routine building maintenance tasks. Considerable knowledge of the tools and equipment used in the Custodial and Building Maintenance fields. Demonstrated ability to use materials, and operate equipment, in a safe and efficient manner. Ability to perform semi-skilled minor mechanical and building repairs. Ability to handle chemicals and corrosive materials in a safe, efficient and effective 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 with heights or in confined spaces. Exceptional ability to self motivate and to function with minimum direction and supervision. Ability to work within, and contribute to, a proactive team environment. Demonstrated judgement and sound problem solving abilities. Excellent interpersonal skills 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 customers. Ability to prepare and organize written material. Ability to use a computer in a Windows-based environment. 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: Yes - Valid BC driver's license, full privilege Class 5.  
Vehicle Usage: Yes.  
Police Information Check: Yes. As a condition of employment, the incumbent must be able to obtain and maintain an RCMP Reliability Status.

**Prepared by:** Wes Barker  
**Date prepared:** October 2007  
**Date revised:** October 2019  
**Revised by:** DMartens, SYoung