

POSITION TITLE:	Custodian Maintenance Worker	POS. NO:	710
DEPARTMENT & DIVISION:	Parks & Recreation/Parks and Facilities	EFFECTIVE DATE:	March 2008
REVIEWED OR AMENDED DATE:	June 19, 2017	APPROVED BY:	Manager of Parks and Facilities

POSITION FUNCTION

Reporting to the Recreation Centre Facilities Supervisor, this position performs custodial work and assists in the maintenance of all areas of the Recreation and/or Sports Centre, including the exterior, grounds and signage, building security, routine maintenance of the Centre’s operating systems and equipment, water testing and treatment, and facility set up.

KEY DUTIES

Perform routine servicing and maintain various pool equipment;
 Test and adjust pool chemistry;
 Clean and disinfect change rooms, washrooms, activity rooms, lockers, hallways and pools;
 Set up rooms for functions;
 Unload and move shipments of materials and supplies;
 Prepare and handle various cleaning materials;
 Undertake minor facility maintenance and/or repairs (e.g., paint; repair plumbing, wood equipment and fixtures such as chairs, tables and cupboards);
 Maintain garbage disposal and recycling programs;
 Maintain high level of cleanliness of various public rooms, offices, and equipment;
 Work closely and cooperatively with Program and Cashier personnel to ensure high quality service provision to the public;
 Assist supervisor in stock taking and ordering supplies;
 Use/operate equipment, tools and vehicles such as articulating boom/scissor lift, hand trucks, table and chair dollies, electrical saws, drills, grinder, sander and hand tools;
 Provide general information to public on use of activity rooms and kitchen, finding lost articles and children, etc.;
 Assist in controlling rowdiness and misbehaviour in buildings; and,
 Perform related duties as required.

INDEPENDENCE

Work is performed following assigned weekly schedule and daily requests for service.
 Work is reviewed daily by the Recreation Centre Facilities Supervisor.
 Problems involving deviations from established procedures are reported to Recreation Maintenance Supervisor.

WORKING CONDITIONS

Physical effort:

Lift and move heavy materials and equipment [occasional]

Mental effort:

Deal with unruly or abusive people; deal with multiple requests for service [occasional]

Visual/auditory effort:

Normal

Work environment:

Recreation Centre

Work with cleaning compounds, disinfectants, pool chemicals [frequent]

Exposure to body fluids, hot to cold environment [occasional]

KNOWLEDGE, KEY SKILLS, AND ABILITIES

Model the Township's core values in all program activities

Accountability – we are transparent and take responsibility for our policies, our decisions and our actions.

Integrity – we practice high standards of ethical behaviour and open communication that inspires trust.

Respect – we value people and treat everyone with dignity and fairness.

Service Excellence – we strive to meet community needs and achieve high-quality results through teamwork, partnerships, innovation and creativity.

Passion – we approach our work with conviction and enthusiasm.

Use hand tools and power equipment.

Understand and carry out job related matters.

QUALIFICATIONS

Formal education, training, and occupational/professional certification:

Partial High School.

Current and valid class 5 B.C. driver's licence.

Successful candidates will be required to obtain their Pool Operator's Level 1 and Level 2 Certificates and complete a Building Maintenance Course.

Experience:

Minimum of 1 year of related experience.

OTHER

Length of time to become familiar with job duties and responsibilities: 6 months.

This is a shift position.

May be requested to substitute in a more senior position, if qualified.