



**Position Title:** Facilities Custodian (Occasional)  
**Department:** Park, Recreation and Facilities Department  
**Reposts To:** Supervisor of Parks, Recreation and Facilities  
**Status:** Part-Time (Occasional)  
**This job description is:** New    X    Revised

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### **Job Summary:**

Under direction of the Supervisor of Parks, Recreation and Facilities, the Facilities Custodian is responsible for maintaining cleanliness in all municipal owned facilities, assisting with basic general maintenance and administrative duties.

The Facilities Custodian (occasional) position will provide backup duties for the full-time Facilities Custodian for the following: vacation days, sick/personal days and unforeseen circumstances, on an as needed basis.

### **Duties and Key Responsibilities:**

Responsible for cleaning and minor maintenance on municipal owned buildings including Township Office, Havelock Library, Community Center, Public Works Garage, Town Hall, Fire Hall, OPP Office and Village Public Works Building.

Maintains and ensures a high standard of cleanliness with the effective use of supplies, solutions and equipment such as floor and buffing machines, steamers, and vacuums.

Responsible for ordering of cleaning chemicals and supplies as well as keeping track of inventory of the supplies, upon request.

Thorough cleaning of all facility washrooms. Washrooms are to be supplied with soap, paper towels and toilet paper. Sinks, toilets and counters to be wiped with disinfectants.

Garbage/recycling containers to be emptied.

Sweep and mop and vacuum all floors including washrooms. Wax floor when required.

All telephones, door knobs and handles to be wiped clean with disinfectants.



All counters, desks, window ledges and office equipment to be dusted and wiped clean with disinfectants.

Windows are to be washed as required.

Report any electrical, plumbing or mechanical issues to the Supervisor of Parks, Recreation and Facilities.

All other duties as assigned.

Potential opportunity for additional hours working with the Parks, Recreation & Facilities Department, if desired. Details to be provided upon request.

### **Supervisory Responsibilities:**

The Facilities Custodian has no supervisory responsibilities.

### **Job Specifications:**

Must possess an Ontario Secondary School Diploma (OSSD) or equivalent.

A minimum of three (3) years' work experience in a related field is an asset.

Working knowledge of general maintenance of buildings considered an asset.

Custodial Technician Training and Certification program through the Cleaning Management Institute (CMI) an asset.

Up to date WHMIS training is an asset.

Standard First Aid/CPR training is considered an asset.

Demonstrated computer skills in Microsoft Office is an asset.

Valid Ontario class G Drivers' License and access to personal vehicle is required with a clean driver's abstract

### **Key Performance Competencies:**

Demonstrated ability and confidence to prioritize workplace demands and tasks independently on own initiative.

Demonstrated ability to be reliable and highly responsible.

Demonstrated ability to work as a team member to attain stated goals.



Demonstrated ability to use mental and visual concentration to solve problems, interpret information, formulate ideas, and input data.

Demonstrated ability to deal with frequent interruptions and changing deadlines while maintaining a high level of accuracy.

Demonstrated ability to ensure the confidentiality of all corporate information and transactions are in accordance with the *Municipal Freedom of Information and*

*Protection of Personal Privacy Act.*

Demonstrated ability to act and work in accordance with established guidelines, follow standard policies, procedures, and legislation such as *Occupational Health and Safety Act; Accessibility for Ontarians with Disabilities Act (AODA), etc.*

### **Working Conditions:**

Exposure to a variety of environments. Exposed to a variety of cleaning and hazardous chemicals.

Requires adequate physical condition to conduct various duties and occasionally lifting associated with facility maintenance.

To perform the duties of this position the employee must be able to walk, stand and sit for moderate periods of time; lift up to 40kg; climb ladders, etc.

Must work flexible hours including early mornings, evenings and occasionally weekends.

### **Contacts:**

#### *Internal:*

Members of Council, CAO, Supervisor of Parks, Recreation and Facilities, and other Township employees for the exchange of information to complete work assignments.

#### *External:*

With the general public, ensuring polite and tactful relations.

With suppliers to purchase materials.