



# REGIONAL DISTRICT OF CENTRAL KOOTENAY

## Custodian – Building Maintenance Staff Nelson & District Community Complex

### *Job Description*

**TITLE OF IMMEDIATE SUPERVISOR:** Operations Supervisor

**TITLE OF IMMEDIATE SUBORDINATES:** N/A

**DEPARTMENT:** COMMUNITY SERVICES - Recreation

#### **SUMMARY OF POSITION:**

Perform skilled operational, building maintenance and janitorial work in multi-purpose facilities. Work is on an assigned shift under the supervision of the Operations Supervisor and Facility Operators. The work involves performing routine janitorial duties, assisting with building maintenance projects, snow removal, room and special event set-up. The worker must exercise care in routine dealings with other employees and provide assistance to the public using the facilities.

#### **TASK DESCRIPTION:**

As a member of the Building Operations team, responsibilities include, but are not limited to:

1. Wash hand basins, sinks, toilets and tile work and replenish supplies in washrooms, change rooms and dressing rooms; and collect and dispose of refuse. Clean windows, doors, glass partitions and painted surfaces. Carry out all general custodial duties required to maintain the facility in a fresh appearance and as assigned by the Operations Supervisor or delegate.
2. Sweep, mop, wash, wax and polish floors in public areas, hallways, washrooms, change rooms and related areas. Power scrubbing will be a periodical requirement.
3. Maintain daily reports and checklists. Keep Operations Supervisor and Facility Operators up to date on work and issues.
4. Assist with plumbing, carpentry and painting work/repairs renovation projects of a limited nature relating to an existing facility.
5. Assist Facility Operators with snow removal, as required.
6. Carry out room set-ups and take-downs as required. Assist with set-up and strike for special events as required.
7. Supervise the public by enforcing rules and regulations and ensure building code regulations are maintained.
8. Assist in facility emergencies by providing required first aid and assisting with building evacuations.
9. Perform routine security checks including closing procedures for facility lock up.
10. Answer inquiries and give out routine information and assistance to the public when required.
11. Regularly inspect and maintain facility grounds in accordance with assigned duties and fill out required reports pertaining to same.
12. Perform related work as required.

#### **REQUIRED QUALIFICATIONS**

- Grade 12.
- Standard First Aid.
- Basic CPR with AED.



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- Knowledge of WHMIS including MSDS usage.
- Knowledge of building security systems.
- Knowledge of using, handling, and shipping of hazardous chemicals and dangerous goods gained through TDG training.
- Knowledge of methods, materials, tools, and equipment used in custodial work.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge and ability to perform simple repair and maintenance tasks on buildings and components.
- Ability to maintain logs and records of daily work.
- Ability to deal courteously and effectively with the public.
- Ability to work with minimal supervision, exercise considerable independence of judgment / action in the operation of the equipment.
- Ability to communicate effectively with the public and staff, using tact and diplomacy.
- Satisfactory Criminal Record Check.

**ACCEPTANCE**

I have read and discussed the expectations for this position. The associated tasks have been explained to me by my direct supervisor and I am prepared to accept these responsibilities.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employer Representative Name

\_\_\_\_\_  
Employer Representative Signature

\_\_\_\_\_  
Date