



# Job Description

## Fire Hall Custodial & Maintenance Worker

Regional District of Central Kootenay

**TITLE OF IMMEDIATE SUPERVISOR:** Fire Chief (or Designated Supervisor)

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

**DEPARTMENT:** Fire Services

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### SUMMARY OF POSITION:

Under the general supervision of the Fire Chief, the Fire Hall Custodial & Maintenance Worker performs skilled custodial and building-maintenance work to keep the fire hall clean, safe, secure, and ready to support emergency operations and training. Work includes routine cleaning, minor repairs, grounds care (including seasonal tasks), safety checks, and assisting staff and volunteers as needed.

### ROLE AND RESPONSIBILITIES:

In support to the Fire Services team, responsibilities will include, but are not limited to:

1. Wash and sanitize hand basins, sinks, toilets, and tilework; replenish supplies in washrooms and kitchen areas; collect and dispose of refuse.
2. Clean windows, doors, glass partitions, and painted surfaces; maintain overall cleanliness of the facility.
3. Sweep, mop, wash, wax, and polish floors in apparatus bays, hallways, washrooms, and common areas; perform periodic deep cleaning as required.
4. Maintain reports and checklists; keep the Fire Chief informed of work and issues.
5. Assist with minor plumbing, carpentry, and painting tasks for repairs or limited renovations.
6. Perform routine building and equipment maintenance; inspect and complete minor repairs on small/mobile equipment; maintain basic parts inventory.
7. Identify and promptly report maintenance issues discovered during regular duties.
8. Follow organizational safety procedures and WorkSafe requirements; report unsafe conditions immediately.
9. Adhere to working-alone procedures when applicable.
10. Maintain grounds, including litter pickup and basic landscaping; assist with snow and ice removal as required.
11. Perform related work as required.

**REQUIRED QUALIFICATIONS & KNOWLEDGE:**

- High school diploma or GED, or an acceptable combination of education and experience.
- Knowledge of WHMIS and safe handling of chemicals (MSDS/SDS usage).
- Satisfactory Criminal Records Check
- Valid BC Drivers License and a satisfactory Drivers Abstract

**REQUIRED SKILLS AND ABILITIES:**

- Knowledge of custodial methods, materials, tools, and equipment.
- Ability to perform simple building repair and maintenance tasks.
- Ability to maintain logs and records of daily work; demonstrated independence and good judgment.
- Ability to communicate effectively and deal courteously with staff, volunteers, and the public; use tact and diplomacy.

**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