

Job Description/Specification

Identification:	J0215	TFEU/BCTF Joint Salary Committee Decisions
JOB/POSITION TITLE:	Maintenance Facilities Support	FORMER TITLE/DEPARTMENT: New Position
DIVISION/DEPARTMENT:	FAS/Maintenance	PAY GRADE: 3
SUPERVISOR'S TITLE:	Maintenance Supervisor	DATE APPROVED: Aug 13, 2021

Function and purpose (a)

To provide janitorial, security, maintenance and facilities support following clearly prescribed standard practices and procedures.

Supports Maintenance Supervisor with various maintenance duties such as small plumbing repairs, light bulb and fixture changes, furniture and equipment assembly, power washing, in addition to tasks associated with Planned Preventative Maintenance (PPM) schedule, and facilities requests.

Principal duties and responsibilities (a)

1. Performs various janitorial duties such as washing windows; stripping, washing, waxing and buffing floors; dusting and polishing furniture; vacuuming and carpet sweeping; scrubbing and sanitizing washrooms and restocking supplies; and washing tables, chairs, walls, and light fixtures and picking up refuse.
2. Supports coordination and collection of garbage disposal, shredding, and recycled goods.
3. Cleans and sanitizes washrooms and workrooms by scrubbing toilets, sinks and fixtures, washing floors, and wiping counters and mirrors; replaces stock of paper towels, toilet paper, paper cups, soap, etc.
4. Disinfects high-touch surfaces at regular intervals throughout the day, including elevators, entrance doors, automated access door panels, washroom fixtures, stairwells, workrooms, meeting room tables, etc.

5. Cleans parking levels and building grounds free of garbage and debris.
6. Supports inventory management and ordering of cleaning products and maintenance supplies.
7. Provides for the security of the BCTF building by ensuring doors are on security at the appropriate time. Maintains security by responding to security concern calls. Ensures unauthorized persons leave the building by escorting them out or calling the authorities. Upon request, escorts staff to the parking garage.
8. Records alarm calls and responds to computer room temperature alarms. Call appropriate service providers or contacts.
9. Answer's maintenance cellular telephone to respond to BCTF staff, member, tenant, and service provider calls.
10. Is familiar with emergency and building procedures. Following established procedures, must be able to provide appropriate facility service in an emergency situation by contacting appropriate service providers, fire fighters, on-call contacts, etc.
11. Sets up meeting rooms as required by unlocking doors, arranging seating, delivery and set-up of audio-visual equipment, and/or coffee urns and supplies; returns equipment and/or supplies after use.
12. May be required to assist in moving heavy equipment, supplies, or furniture.
13. Admits meeting attendees, service and delivery agencies and escorts the appropriate areas.
14. Works on maintenance projects as (e.g., pressure washing, cleaning roof drains, gardening, painting, cleaning upholstery, stripping, and waxing floors, etc.)
15. Occasionally relieves evening janitorial shift for holidays and illnesses.

JOB REQUIREMENTS

This section sets out the minimum requirements in the areas of EXPERIENCE, EDUCATION, TRAINING, CERTIFICATES, AND PHYSICAL DEMANDS necessary to perform the job.

Experience (b)

Familiarity with cleaning and maintenance equipment including pressure washer, floor cleaners, etc. Experience with priming and painting. Familiarity with fall restraint equipment. Three years of experience in janitorial work in an automated office preferred.

Education and training (c)

Completion of secondary school (Grade 12) plus on the job training in WHMIS, janitorial, building security and emergency services procedures.

Licences and certificates (c)

None.

Environment (g)

Physical environment consisting of conditions normally associated with janitorial work, such as exposure to commercial cleaners, solvents, dirt and unsanitary or infectious environment i.e., mouse droppings, hypodermic needles, and human body fluids. Also, exposure to outside elements, tools, ladders, electrical equipment, noise, and renovations.

Normal hours of work Monday to Friday 9:30 a.m. to 5:30 p.m., but occasional weekend work to meet operational demands.

JOB CHARACTERISTICS

This section is a key component of the Salary Determination process. This section also forms part of the job description and describes some of the conditions under which the work is performed.

Contacts and relationships (d)

Contacts with other employees, members, and tenants within the building, service providers, emergency workers and delivery people, and meeting attendees from outside the building. Contacts and relationships require courtesy and diplomacy to provide a high level of service.

Machines, equipment and work aids used

Cell phone, walkie/talkie electric vacuum cleaner, electric floor buffer, electric carpet scrubber, pressure washer, various hand cleaning tools such as brooms, mops, carpet sweepers, brushes and cloths, dishwasher, ladder, hand tools, maintenance procedure manual, WHIMS manual, reception meeting book, emergency procedures book, and alarm record book.

Positions supervised (e)

None.

Physical and/or mental effort (f)

The work involves considerable physical effort with much bending, lifting, carrying, walking, and standing. Must be able to respond appropriately in emergency situations following prescribed procedures while using good judgement.

Working conditions (g)

Often exposed to dust, cold, unsanitary, and infectious conditions, solvents, commercial cleaners, and dirt. Must be able to work independently with minimum supervision.