

## Job Description/Specification

**Identification:** J0216

**TFEU/BCTF Joint Salary  
Committee Decisions**

**JOB/POSITION TITLE:** Janitor/Weekend

**FORMER TITLE/DEPARTMENT:**

**DIVISION/DEPARTMENT:** FAS/Maintenance

**PAY GRADE:** 2

**SUPERVISOR'S TITLE:** Maintenance Supervisor

**DATE APPROVED:**  
November 28, 2006

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### Function and purpose (a)

To provide janitorial, security, and emergency services during weekend daytime hours following clearly prescribed standard practices and procedures.

### Principal duties and responsibilities (a)

1. Sweeps, mops, strips, waxes, and buffs, floors; vacuums carpets; cleans furniture, window sills, equipment, washes office windows, walls, cleans carpets and upholstery.
2. Empties wastebaskets, etc.; disposes of garbage, shredding, and recycled goods.
3. Cleans and sanitizes washrooms by scrubbing toilets, sinks and fixtures, washing floors, and wiping counters and mirrors; replaces stock of paper towels, toilet paper, paper cups, soap, etc. Cleans workrooms.
4. 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.
5. Records alarm calls and responds to computer room temperature alarms. Call appropriate service providers or contacts.

6. Answers maintenance cellular telephone to respond to BCTF staff, member, tenant, and service provider calls.
7. 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.
8. 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.
9. May be required to assist in moving heavy equipment, supplies, or furniture.
10. Cleans boardrooms/meeting rooms of mugs/supplies from Friday night and Saturday meetings and washes mugs. Makes coffee for meeting attendees.
11. Admits meeting attendees, service and delivery agencies and escorts them to appropriate areas.
12. Works on janitorial projects as required, i.e. pressure washing, gardening.

## **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)**

One year experience in janitorial work in an automated office preferred.

### **Education and training (c)**

Completion of 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.

## **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, 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.

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