

Job Description/Specification

Identification	J0217	TFEU/BCTF Joint Salary Committee Decisions
JOB/POSITION TITLE:	Janitor	FORMER TITLE/DEPARTMENT:
DIVISION/DEPARTMENT:	FAS/Maintenance	PAY GRADE: 2
SUPERVISOR'S TITLE:	Maintenance Supervisor	DATE APPROVED: August 5, 2015

Function and purpose (a)

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

Principal duties and responsibilities (a)

1. Sweeps, mops, strips, waxes, and buffs, floors; vacuums carpets and upholstery; dusts and cleans furniture, window sills, equipment, wash windows, walls, cleans carpets and upholstery.
2. Empties wastebaskets, 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 wiping walls and dividers; replaces stock of paper towels, toilet paper, soap, and other supplies.
4. Provides for the security of the building by ensuring doors are on security at the appropriate time. Ensures windows and blinds are closed on the main floor. Ensures unauthorized persons leave the building by escorting them out or calling the authorities. Responds to security concerns and alarm calls. Performs routine security checks of the building and parking garage. Upon request, escorts staff to the parking garage.
5. Monitors the Working Alone registry to ensure that staff working after hours have left the building.
6. Records alarm calls and responds to computer room temperature alarms. Calls appropriate service providers or contacts.
7. Answers maintenance cellular telephone to respond to BCTF staff, member, tenant and service provider calls. Assists meeting attendees by responding to requests, deliveries, front door access

questions.

8. Familiar with emergency and building procedures. Following established procedures, must be able to provide appropriate facility service in emergency situations by contacting appropriate service providers, police, fire fighters, and on-call contacts.
9. Sets up meeting rooms as required by unlocking doors, arranging seating, delivering audio-visual equipment and/or coffee urns and supplies; returns equipment and/or supplies after use.
10. May be required to assist in moving heavy equipment, supplies, or furniture; changes light bulbs and fluorescent tubes.
11. May perform minor repairs or make coffee, on occasion.
12. Assists with training new casuals.
13. 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 building preferred.

Excellent communication skills, and a demonstrated ability to function effectively both orally and in writing.

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 or infectious unsanitary 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 all levels of BCTF staff and, members, tenants within the building, emergency workers, service providers, delivery people and meeting attendees, from outside the building. Contacts and relationship require courtesy and diplomacy to provide a high level of service.

Machines, equipment and work aids used

Cell phone, walkie/talkie, desk phone, computer for e-mail, electric vacuum cleaner, electric floor buffer, various hand cleaning tools such as brooms, mops, ladders, hand tools, carpet sweepers, brushes, cloths, maintenance procedure manual, (WHMIS), material/safety data sheets, 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 and walking. 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, dirt heights, work tools, noise and renovations. Must be able to work independently on an evening shift with minimum supervision.

Date

Incumbent

Supervisor

J0217
August 5, 2015