

TOWNSHIP OF McNAB/BRAESIDE

<p align="center">TOWNSHIP OF McNAB/BRAESIDE Job Description</p>	<p><i>Job Title:</i> <u>Building Maintenance and Caretaker</u></p>	<p><i>Page #</i> <u>1</u></p>
	<p><i>Location:</i> <u>Municipal Buildings</u></p> <p><i>Department:</i> <u>Public Works</u></p>	<p><i>Reports To:</i> <u>Director of Public Works</u></p>

<p><i>Approval:</i></p>	<p>{ } { } { }</p>	<p>Department Head Supervisor Employee{s}</p>
-------------------------	----------------------------	---

Position:

Part-Time

Reporting:

Reports to the Director of Public Works on a regular basis including via the submission of time sheets and monthly cleaning schedule reports.

Purpose of Position:

The purpose of the position is to provide a consistent cleaning of and light maintenance within the municipal buildings and surrounding grounds so that the facility is available for use/rental on a daily basis.

Qualifications:

- Excellent oral, written and interpersonal communication skills to interact with special interest groups and the public.
- Excellent organizational and time management skills to handle heavy workload and to meet rigid deadlines.
- High level of initiative and independent judgement and ability to work with minimum supervision.
- Physically able to handle heavy lifting.
- Be available for evening and weekend work.

Job Requirements:

- Heavy lifting
- Flexible hours
- Weekend and night work as required

Working Conditions:

1. Position is subject to physical fatigue due to strenuous activity.
2. Work is performed with a high degree of independent activity, must be a self-starter.
3. Must be available to inspect the facility after each use and clean as needed prior to the next rental.
4. Must sign a Confidentiality Agreement.

Knowledge and Skills

1. Must have basic knowledge of safe use of cleaning products and practices.
2. Must be able to read and write English to be able to read WHMIS 2015 documents and product labels.
3. Must be willing to complete WHMIS 2015 (workplace hazardous materials information system) training (to be provided by the municipality)
4. Must be able to follow oral and written directions to carry out policies of the Municipality.
5. Must meet the physical, mental and environmental demands of the job.
6. Must have valid Driver's Licence and access to Vehicle.

Position Responsibilities:

1. Provides for day to day operation of the Municipal Buildings and grounds.
2. Attend Building before and after an event to unlock/lock doors and inspect property.
3. Showing hall to potential users
4. Cut the grass and other yard maintenance
5. Shovel snow from walkways and all exits
6. Carryout minor maintenance to the building and property
7. Contact office staff to determine rental dates and times to ensure that the facility is clean and available for use.
8. Conducts themselves in a manner that considers the health and safety of every individual including the public and all other staff members.
9. To actively participate in identifying potential and actual hazards, and taking steps to eliminate or minimize them and to work towards completing this hazard identification in conjunction with the health and safety rep and supervisors.

10. Operate vacuum cleaner and shop vac to remove scraps, dirt, heavy debris and other refuse.
11. Wash windows, interior walls and ceilings.
12. Empty trash cans and other waste and recycling containers.
13. Sweep, mop, scrub and wax hallways, floors and steps, operating industrial polishers as required.
14. Keep grounds and entranceways debris and garbage free (including cigarette butts). After a major event the caretaker must arrange for garbage to be taken to the disposal sites or to be stored safely until the next collection day.
15. Any items found outside, which belong in the hall, are to be returned.
16. Clean and disinfect washrooms and fixtures ensuring that all paper and soap products are replaced as required.
17. Report the need for repairs to heating, cooling, ventilating, plumbing and electrical systems to the Director of Public Works to arrange for contact of tradespersons for repairs;
18. Perform other routine maintenance jobs such as spot painting and repair;
19. Move/stack chairs, tables and other furniture, equipment and supplies in order to clean properly and effectively.
20. Put up/take down Event Notices
21. Ensure that security and safety measures are in place in the facility.
22. May perform minor maintenance if in possession of the necessary knowledge, skills and tools.
23. Washrooms are to be checked daily and cleaned at least weekly, and more frequently as needed.
24. The kitchens are to be checked daily and cleaned at least once a week. This includes but is not limited to:
 - washing all dishes left out and replacing in cupboards;
 - clearing and washing the countertop storing all equipment and dishes within the cupboards;
 - emptying and cleaning the garbage and recycling receptacles providing clean bags;
 - emptying and cleaning the refrigerator, micro-wave and stove/oven as needed;
 - coffee pots are to be kept stain free.
25. Wash tables and chairs after each use and dry prior to stacking.
26. The following items shall be cleaned at least annually and more frequently as needed. Annual cleaning should include:
 - windows and window screens removed and cleaned, inside and out;
 - floor stripped of old surface with sealer and wax reapplied;
 - fans and blades cleaned and checked to ensure they are secure;
 - washroom stalls and washroom walls wiped with cleanser;
 - all chair seats, backs and legs thoroughly cleaned;
 - air exchangers and filters following the manual instructions;
 - outside walls of building to remove cobwebs and debris;
 - refrigerators to be defrosted and thoroughly cleaned;
 - ovens to be cleaned;

- light fixtures removed and cleaned;
 - hall walls and ceiling washed;
 - office windows inside and out;
 - floor mats to be washed;
 - office carpets to be steam cleaned.
27. Report all safety issues or dangerous situations immediately.
 - Chairs that are worn, damaged or no longer sturdy;
 - Tables that are no longer sturdy or have severe damage;
 - Replace any bulbs that are burned out, inside and outside;
 - Report expired Exit sign lights to office staff;
 - Lifted tiles, falling ceiling tiles.
 28. Scan for evidence of mouse infestation, wasps, ants etc. If droppings are found, make arrangements to eliminate the problem. Keeping the kitchen clean and free from garbage will help.
 29. Clean off and wash the tops of kitchen cupboards periodically. The contents of specifically identified cupboards belong to various user groups including the CWL and the Long Term Care Centre and will be cleaned by them.
 30. Take inventory of cleaning and paper supplies and place orders through the office.
 31. Launder the dishtowels and dishcloths after use.
 32. Set up tables and chairs for events.
 33. Stack and put away tables and chairs before/after events.
 34. Performs the responsibilities of the position within the legislative and regulatory standards set out in the applicable Provincial and Municipal Acts. Performs the responsibilities of the position consistent with the Operational policies of the Township of McNab/Braeside.
 35. Protects own health and health of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety. Follows all guidelines for employees and employers as legislated under the Ontario Occupational Health and Safety Act.
 36. Performs other related duties as assigned.

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.