

**CITY OF FORT ST. JOHN  
POSITION DESCRIPTION**

**Class Title:** Custodian  
**Department:** Civic Properties – Various Locations  
**Date:** September 2023

**NATURE OF WORK**

Performs a variety of skilled and semi-skilled custodial tasks and operates a variety of custodial equipment in the cleaning and minor maintenance of City facilities. Ability to work varied shifts (including evenings and weekends) is required.

**SUPERVISION RECEIVED**

Reports to the Civic Properties Manager. May be required to work independently and/or with minimal supervision.

**SUPERVISION EXERCISED**

None.

**KEY RESPONSIBILITIES**

- Cleans, sweeps, scrubs, hoses, mops, vacuums, waxes and polishes flooring using hand and/or powered custodial tools.
- Cleans and dusts furniture, counters, woodwork, sills, computer monitors and other office equipment.
- Removes graffiti from inside and outside of facilities as directed.
- Empties and cleans wastepaper, garbage, and recycling containers and removes garbage from facilities to appropriate containers.
- Cleans and sanitizes restrooms and lunchrooms and replenishes supplies; places dirty dishes in dishwashers and washes dirty dishes as applicable.
- Washes windows, walls, display cases, partitions and woodwork.
- Cleans and polishes metal surfaces, including doors, window sills, and elevators.
- Cleans light fixtures and ceilings.
- Maintains building security, including ensuring all doors and windows are locked and alarms are set.
- Clears and removes snow from entrances and walkways where applicable.
- Inspects and maintains assigned custodial equipment and small tools to ensure proper operating conditions.
- Unloads, loads and moves supplies.
- Keeps records of work completed; maintains log books, inspections and related records.
- Picks up litter from around buildings and grounds.

- Answers routine questions from the public and other staff.
- Maintains current skills and knowledge in the proper care and safe techniques of building maintenance; participates in departmental training.
- Performs other custodial duties as related and assigned.
- May serve on various employee or other committees.
- Contributes to a positive work environment by modelling a respectful workplace, as per City policy.
- Takes reasonable care to protect the health and safety of themselves and the health and safety of others who may be affected by their acts or omissions at work. Properly wears protective clothing, devices and equipment provided and ensures hazards are immediately reported to Supervisors. Complies with the City of Fort St. John's Occupational Health and Safety program and all applicable policies and procedures.

### **PERFORMANCE FACTORS**

- |                                 |                              |
|---------------------------------|------------------------------|
| • Knowledge, Ability and Skills | • Reliability                |
| • Customer Service              | • Attendance and Punctuality |
| • Quantity of Work              | • Compliance                 |
| • Cooperation                   | • Health & Safety            |

### **REQUIRED QUALIFICATIONS, KNOWLEDGE, ABILITY AND SKILLS**

- Grade 12 or equivalent
- WCB First Aid Level I
- WHMIS
- Ability to obtain and maintain RCMP Enhanced Reliability Clearance
- Minimum of one year of experience cleaning commercial or municipal facilities
- Demonstrated working knowledge of equipment, facilities, materials, methods and safe work procedures used in custodial activities.
- Ability to work independently and to complete daily activities according to work schedule.
- Skill in operation, maintenance, and care of standard custodial tools and equipment.
- Demonstrable understanding and adherence to WHMIS principles and practices
- Ability to perform heavy manual tasks for extended periods of time.
- Ability to work safely.
- Ability to communicate effectively verbally and in writing.
- Ability to establish and maintain effective working relationships with employees, other departments and the public.
- Ability to understand and carry out written and oral instructions.
- Ability to complete required records.

### **TOOLS AND EQUIPMENT USED**

Floor scrubbers, floor burnishers, steam cleaners, carpet cleaners, washers, vacuums, mops, brooms, brushes, window cleaning equipment, dusting equipment and/or other related custodial equipment.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee is frequently required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit, climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

## **WORK ENVIRONMENT**

While performing the duties of this job, the employee occasionally works near moving mechanical parts. The employee occasionally works in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, and toxic chemicals. The employee is occasionally exposed to the risk of electrical shock.

The noise level in the work environment is usually quiet during indoor day/evening/night shift operations.

## **GENERAL**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

This is a position in the BC General Employee's Union.