

Job Description

Custodian

POSITION SYNOPSIS AND PURPOSE

(A position overview and how it aligns with corporate strategies)



The Custodian is responsible for ensuring that municipally operated facilities and workspaces meet high standards of cleanliness and hygiene. This role is critical in maintaining a safe and welcoming environment for employees, visitors, and the public. Reporting to the Facilities Supervisor, the Custodian performs routine cleaning tasks, monitors and replenishes supplies, and addresses any maintenance needs promptly. By maintaining cleanliness and hygiene, the Custodian contributes to the overall efficiency and reputation of municipal operations, promoting a healthy and safe work environment.

MAJOR RESPONSIBILITIES

(Position activities and allocation of time spent doing each activity)



	Approximate Time Spent (%)
Facility Cleaning and Maintenance • Perform routine cleaning tasks such as sweeping, mopping, dusting, and vacuuming in all municipal facilities. • Ensure restrooms are thoroughly cleaned, sanitized, and stocked with necessary supplies daily. • Empty trash and recycling bins, ensuring proper disposal and sorting of waste materials. • Identify and report any facility maintenance needs; perform minor repairs as needed.	70%

	Approximate Time Spent (%)
Special Events Supporting the execution of special events by working jointly with division employees to transport and erect chairs, stages, curtains and other required public event features including packing and restocking	5%
Supply Management - Regularly check cleaning supply levels, restock as necessary, and notify the supervisor when supplies need to be ordered. - Maintain and clean custodial equipment, ensuring they are in good working condition.	10%
Safety and Compliance - Follow all safety guidelines while using cleaning chemicals and equipment, ensuring compliance with municipal and regulatory standards. - Address spills, hazards, or other urgent cleaning needs promptly to maintain a safe environment.	10%
Customer Service - Provide friendly assistance to facility users when needed, ensuring a welcoming atmosphere. - Report any concerns or feedback from facility users to the Facilities Supervisor for resolution.	5%

***Note:** All activities are expected to be performed in a safe manner, in accordance with the *Occupational Health and Safety Act* and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.

MINIMUM QUALIFICATIONS

(Must Have)



Education (degree/diploma/certifications):

- High school diploma or GED equivalent
- Class 5 NS Drivers License

Experience:

- 2 years' experience in industrial sanitation or related field
- Work in a municipal environment an asset

Knowledge/Skill/Ability:

- Understanding of effective cleaning methods, materials, and equipment, including proper use of cleaning chemicals.
- Ability to maintain high standards of cleanliness and hygiene.
- Efficiently manage time to complete cleaning tasks within allocated timeframes.
- Capability to perform physical tasks, including lifting, bending, and standing for extended periods.
- Knowledge of workplace safety protocols, including handling of cleaning chemicals and equipment.
- Basic ability to communicate effectively with supervisors and facility users, and to report issues or hazards promptly.
- Ability to identify and address minor maintenance issues or cleaning challenges independently.
- Reliable and consistent in attendance and task completion.

WORK CONDITIONS



Contacts and Nature of Interactions

Frequency Legend	
Constant – every day for most of the day	Occasional – bi-weekly to monthly
Frequent – daily	Rare – once in a while
Regular – weekly	

Contact (Title)	Internal / External	Frequency	Nature of Interaction
Facilities Supervisor	Internal	Frequent	Receive daily tasks, report issues, and update on progress.
Municipal staff	Internal	Frequent	Coordinate cleaning schedules and address workspace needs.
Facility users	External	Regular	Ensure areas are clean and respond to immediate concerns.
Suppliers/contractors	External	Occasional	Order supplies and arrange equipment maintenance.
Maintenance staff	Internal	Regular	Collaborate on minor repairs and facility upkeep.

Interactions with contacts are generally courteous and collaborative, although occasional exposure to rudeness or conflict may occur.

Work Demands

This position spends approximately:

- 75% of the time indoors
- 5% of the time outdoors
- 20% of the time driving a vehicle during work

Physical effort:

- Able to spend extended periods of time walking, standing or crouching while carrying, lifting or applying other motor skills
- Able to spend extended periods of time walking or standing on uneven surfaces
- Able to transport objects or equipment up to 25kg on/off vehicles, up/down stairs safely
- Able to recognize and identify objects or surfaces at a distance

Mental effort:

- Able to complete tasks in a noisy environment while applying established protocols on time
- Able to effectively express or exchange ideas and reasoning with employees
- Able to understand direction and adhere to workplace protocol

Hours of work:

- Regular shifts will be 7:00 am to 3:30 pm or 3:00 pm to 11:30 pm, seven days a week with overtime or after-hours as required.

Work Location:

- ☒ On-site (100% of work performed on-site)
- ☐ Hybrid (Combination of on-site and remote work)
- ☐ Mostly Remote (Most time spent working remotely with limited time spent in the office)

Note: Mostly remote positions are required to attend regularly scheduled team meetings, training, and collaboration opportunities on-site. Appropriate notice will be provided.

ACCOUNTABILITY AND INITIATIVE**Independent Decision Making:**

- Prioritizing daily cleaning tasks.
- Identifying and reporting facility issues.

Financials and Budget:

- Makes recommendations to Facilities Supervisor for purchases

Confidential Information:

- Handling sensitive information appropriately in restricted areas.

Creativity and Ingenuity:

- Finding efficient cleaning solutions.
- Innovating ways to improve facility cleanliness.

Leadership, Supervision and Functional Advice**Employees this role manages or supervises:**

- This position does not manage or supervise any employees

Functional advice this role may provide and to whom it is provided:

- This position does not provide functional advice

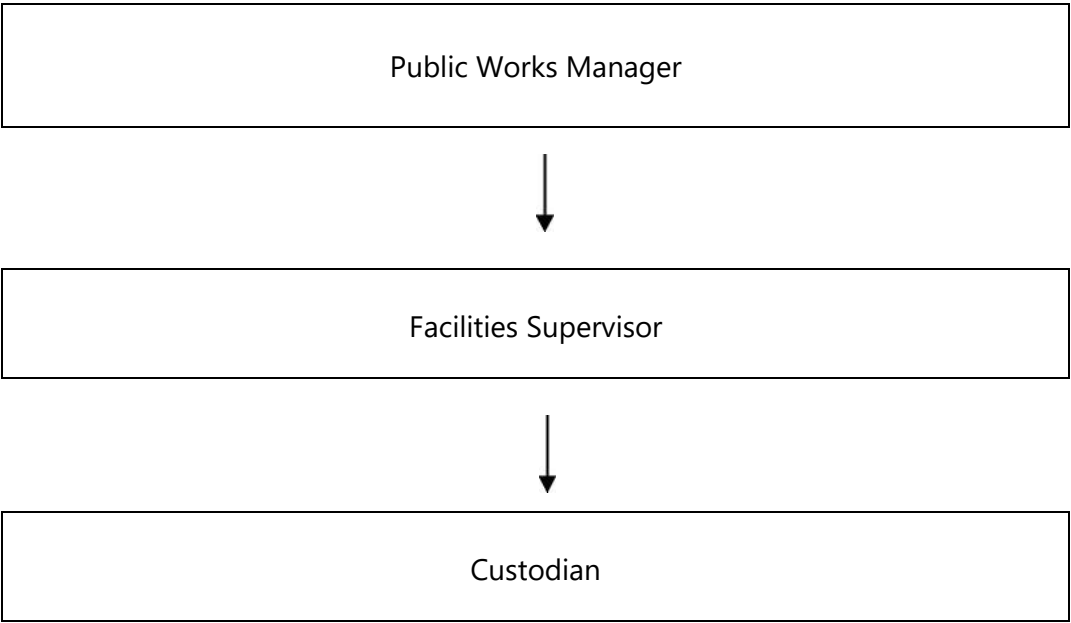
POSITION CLASSIFICATION
(Where this position fits)



Position Title: Custodian	Division: Public Works
Department: Infrastructure	Classification:
Positions Supervised Directly:	Reports to (Direct): Facilities Supervisor
Salary Grade: 1	Positions Supervised Indirectly:
Hours per week: Regular shifts will be 7:00 am to 3:30 pm or 3:00 pm to 11:30 pm, seven days a week with overtime or after-hours as required. Employees will not be expected to work in excess of 80 hours per week in consecutive two week period.	Work Location: Grounds Base 191 Henry Hensey Dr., Liverpool
Effective Date:	Revision Date: September 8, 2024

Organizational Chart

The reporting relationship of this position to others within the immediate department.



APPROVAL

Department Head Approval: _____ Date: _____

CAO Approval: _____ Date: _____