

## Custodial Worker

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### **DEFINITION**

This is semi-skilled manual cleaning at various locations involving the use of heavy custodial equipment.

Work of this class involves the performance of varied routine cleaning tasks following well-established routines. Employees operate a variety of heavy cleaning equipment as part of the work assigned. Assignments may include grass cutting and/or snow shovelling depending on the season.

Specific and detailed instructions are given to new employees and accompany subsequent new assignments. However, after the initial training period, incumbents may perform with relative independence referring unusual or difficult problems to a supervisor. The work is usually review in progress or upon completion.

### **TYPICAL DUTIES** \*

Uses heavy cleaning equipment and supplies for washing, sweeping, stripping, waxing and polishing of floors; steam cleaning of carpets; washes walls, radiators and ceilings.

Completes maintenance of washroom facilities entailing washing and replenishing supplies, unstopping sinks and toilets and reporting any required repairs.

Clears outside sidewalks and uses ice breaking and snow removal equipment; uses grass cutting and weeding equipment; pick up and removal of outside debris.

Moves audio-visual equipment, platforms, stages and office furniture for cleaning purposes

Sets up meeting rooms; secures and locks gates and doors of buildings and City property, reports minor repairs required.

Keeps records of attendance, operations and repairs.

Performs related duties as required.

### **KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of the English language.

Knowledge of cleaning solvents and waxes used for different floor surfaces.

Knowledge of approved cleaning techniques and procedures.

Ability to understand and execute oral and written instructions.

Ability to perform duties according to a work schedule under a minimum of direct supervision.

Physical strength and the ability to perform the heavy custodial duties of this class.

Skill in the use of cleaning machines and equipments.

**TRAINING AND EXPERIENCE REQUIREMENTS**

Job Level

Completion of the tenth (10<sup>th</sup>) school grade supplemented by completion or enrolment in the Building Service Worker Program from a recognized post-secondary institution, including a minimum of one year experience in custodial work. An equivalent combination of training and experience may be considered. Possession of a valid Alberta Class 5 Motor Vehicle Operator’s Licence and/or eligibility to obtain a City driver’s permit may be required.

\* *This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

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Salary Plan	<u>10M</u>	<u>10A</u>	<u>10B</u>	<u>10C</u>
Job Code	0263			
Grade	053			
Last Updated:	2010-Feb			
Previous Updates:	1995-Sept, 1981-Aug			
Originated:	1966-Jan			