



## **POSITION DESCRIPTION**

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<b>POSITION:</b>	<b>FACILITIES CLEANER &amp; MAINTENANCE WORKER</b>
<b>DEPARTMENT:</b>	<b>CORPORATE SERVICES</b>
<b>CURRENT ISSUE:</b>	<b>JULY 2023</b>
<b>NEXT REVISION:</b>	<b>JULY 2028</b>
<b>AFFILIATION:</b>	<b>CUPE</b>

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### **POSITION SUMMARY:**

Reporting directly to the Facilities and Project Manager, the Facilities Cleaner and Maintenance Worker is responsible for the cleanliness and general maintenance of designated Municipal facilities. The primary location for this position shall be the Childcare Services centre located at 208 State Street, Almonte.

### **DUTIES AND RESPONSIBILITIES:**

1. Responsible for Cleaning floors, including dust mopping, damp mopping, sweeping, and vacuuming as required.
2. Ensures facilities floors/washrooms are sanitized daily using disinfectant.
3. Occasional floor polishing
4. Restocking dispensers, emptying garbage and replacing liners, cleaning and sanitizing fixtures, cleaning mirrors, washing floors and cleaning toilets.
5. Takes garbage/recycling out to trash bin.
6. Ensures windows internally are wiped down from fingerprints and dirt.
7. Cleans exterior/interior windows twice annually.
8. Undertakes occasional custodial and janitorial tasks such as lifting heavy items and moving chairs.
9. Stocks and maintains cleaning equipment and PPE's
10. Re-fills Vert-2-go bottles using mini dilution system.
11. Notifies Manager when supplies need to be ordered.
12. Ensures the mechanical/electrical rooms are kept tidy, free from debris and pathways clear.
13. Secure facility after operating hours by locking doors, closing windows, and setting up the alarm.
14. Performs minor repairs.
15. Assembles / un-assembles equipment/furniture as required.
16. Mounts bulletin boards, hooks, shelves on walls as required.
17. Do yard work by mowing lawn /raking leaves and collecting trash on grounds ( summer)

18. Ensures the childcare grounds are free from weeds, and trees and bushes are trimmed as needed.
19. Remove snow from front/back walkway as required. ( winter)
20. Conduct general maintenance tasks such as carpentry, painting, plastering, minor exterior repairs, flooring, replacing light bulbs, inspect and repairs all damages to building surfaces, tighten loose hinges as required.
21. Report to Manager any maintenance issues.
22. Ensure adherence to quality standards and health and safety regulations.
23. Report to Manager any equipment in need of replacing or repairs

#### **QUALIFICATIONS:**

- Highschool diploma or equivalent
- Previous working experience as a maintenance worker and/or cleaner an asset
- Knowledge of HVAC, plumbing and electrical systems an asset
- Police Vulnerable Sector Check mandatory
- Standard first aid/CPR C mandatory
- Working at Heights training
- Health and safety certification an asset
- Manual dexterity and physical stamina
- Excellent communication and organizational skills
- Able to work under limited supervision.
- Highly responsible and reliable
- Ability to work cohesively as part of a team.

#### **PRINCIPAL ACCOUNTABILITIES:**

In addition to the general requirements of the Municipality for regular and reliable attendance, timeliness and personal conduct consistent with Municipal policies and procedures, the incumbent is expected to:

- Promote and maintain clear lines of communication that foster successful interpersonal relationships. Such communication shall be timely, informative, accurate, courteous, responsive and complete.
- Maintain the confidentiality of all employee and resident related information deemed to be confidential.
- Ensure that the equipment of the department is maintained, respected and that preventative maintenance is undertaken. Ensure that equipment is utilized in a safe manner by informed staff, conforming to established operating specifications.
- Maintain all necessary qualifications and certifications and ensure all professional standards and legislative requirements are met.
- Be fully knowledgeable of your responsibilities under the Occupational Health & Safety Act and Regulations, and to work in compliance with these provisions in order to create an environment, which is conducive to the health and safety of the Municipality's employees, residents, volunteers

and other stakeholders. You are expected to work in a safe manner at all times and report any hazards or incidents as soon as possible.

- Be fully knowledgeable of the Occupational Health and Safety Manual to understand actions expected.
- To take a problem-solving approach to your work, using sound judgment, acting appropriately to ensure safety.

**APPROVAL:**

This position description has been approved by the Facilities and Project Manager.

**TITLE**

**SIGNATURE**

**DATE**

Facilities & Project Manager

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\_\_\_\_\_

Manager of Childcare Services

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\_\_\_\_\_

**INCUMBENT'S SIGNATURE**

I, \_\_\_\_\_, have read and understand the content of the above position description.

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

## FACILITIES CLEANER & MAINTENANCE WORKER - PHYSICAL DEMANDS

TASK DEMANDS: Frequency of identified physical tasks in job responsibilities

TASK	FREQUENCY			
	Never (0%)	Occasional (<33%)	Frequent (33% - 66%)	Constant (>67%)
Sitting – remaining in the normal seated position	X			
Standing – remaining on one’s feet in an upright position without moving about or combined with walking				X
Walking – moving about on foot on level or uneven surfaces				X
Stooping/Bending – bending down and forward at the waist in a sitting or standing position			X	
Kneeling – bending legs to rest on one or both knees		X		
Crouching/Squatting – Bending down and forward by bending legs at knees			X	
Crawling – Moving about on hands and/or knees or feet.	X			
Twisting – Rotating upper torso left and right while sitting or standing			X	
Balancing – maintaining body equilibrium to prevent falling when walking, standing, crouching, kneeling on narrow, slippery or moving surfaces.		X		
Climbing – Ascending/descending ladders, stairs, scaffolding, poles or inclined surfaces.		X		
Keyboarding – using a computer keyboard, adding machine, calculator, typewriter, etc.	X			
Reaching – extending hands and/or arms below, at or above shoulder height		X		
Gripping/Handling – manipulating objects with the hands by seizing, holding, grasping using a power grip or simple gripping		X		
Fingering – manipulating objects using the key, palmar or tip inch grip positions.			X	
Lifting	Under 10 lb. (4.5 kg)		X	
	10 – 20 lb. (4.5 – 9.0 kg)		X	
	20 – 40 lb. (9.0 – 18.0 kg)		X	
	Over 40 lb. (27.0 Kg) Specify: Mechanical Lift	X		

PUSH/PULL REQUIREMENTS (Identify specific tasks requiring pushing/pulling equipment involved)	Frequency		
	Occasional (<33%)	Frequent (33% - 66%)	Constant (>67%)
Pushing/pulling of equipment (eg. lawnmowers, carts, auto-scrubbers or other cleaning equipment)		X	

OTHER PHYSICAL/COGNITIVE REQUIREMENTS: Identify special requirements used routinely in the job and identify job task (e.g. listening and visual concentration for transcription; mental concentration for multi-tasking etc.)

PHYSICAL/COGNITIVE REQUIREMENT	JOB TASK	YES	NO
Mental Concentration	Fast-paced, multi-tasking environment, critical thinking, problem solving		X
Risk of Eye Strain	Constant viewing of computer monitors		X
Mental Demands	Working with tight deadlines, decision making accountability, legislative restrictions		X

**WORKING RELATIONSHIPS**

<b>Internal</b>	Facilities Manager, Manager of childcare, Head Teacher, all Municipal Staff
<b>External</b>	

Legend: D – Daily, W – Weekly, M – Monthly, Q – Quarterly, A – Annually

TITLE OF PEOPLE CONTACTED	D	W	M	Q	A	PURPOSE	HOW	
							ORAL	WRITTEN
Residents						Providing information; follow-up on complaints and inquiries		
Stakeholders/Contractors						As team leader and member; supporting departments and unit activities, purchase orders		
Employees/Managers	X					Communicating, collaboration, consulting, providing direction, Performance accountability	X	
Members of Council						Providing information, seeking approval/direction		

Externally (e.g. suppliers, staff of other Municipalities, Government Agency, Local Businesses, General Public)

Legend: D – Daily, W – Weekly, M – Monthly, Q – Quarterly, A – Annually

TITLE OF PEOPLE CONTACTED	D	W	M	Q	A	PURPOSE	HOW	
							ORAL	WRITTEN
Other Municipalities/Government Agencies/Local Businesses						Supporting referred-in workload		

**ENVIRONMENTAL DEMANDS:**

This position serves many facilities and requires flexibility with scheduling. This position predominantly works alone, but has many interactions with staff. The position requires good communication and problem solving skills.

**WORKING CONDITIONS:**

This position is required to work afternoons and evenings to accommodate program requirements at the Daycare. This position requires a self-started individual with good attention to detail. Municipal Facilities must be well maintained to keep the public safe.

**SUPERVISORY/MANAGEMENT ACCOUNTABILITIES:** No

**THE ABOVE INFORMATION IS CORRECT AS APPROVED BY:**

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Departmental Manager

REVIEWED BY:

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Human Resources

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Incumbent