

**POSITION DESCRIPTION
(Final)**

Position Title	Building Service Worker
Department/School	Facilities
Reports to	Director of Facilities
Positions Supervised	None
Employee Group	PPWC
Pay Grade	4
Date Last Revised	July 2009

Position Summary

Reporting to the Director of Facilities, this position provides custodial services, general facility and grounds maintenance, and security functions.

Main Duties and Responsibilities

1. Performs custodial duties including:
 - performing general custodial duties such as dusting, garbage collection, mopping, vacuuming, cleaning and disinfecting washrooms etc;
 - performing heavy manual labour such as carpet cleaning, scrubbing/polishing floors, moving furniture etc;
 - performing exterior building maintenance such as window washing;
 - advising of equipment in need of repair;
 - performing maintenance and minor repairs to assigned tools and equipment;
 - replenishing custodial supplies;
 - performing general maintenance of facility and reporting maintenance problems; and
 - setting up and taking down for special events and functions.

2. Performs security functions including:
 - clearing and securing the building at the end of the day;
 - reporting security problems to the Director of Facilities;
 - monitoring students working in studios after hours;
 - assisting with emergency evacuation; and
 - managing special situations such as power outages.

3. Performs other duties as assigned by supervisor.

Required Qualifications

Education and Experience

- High school graduation
- Custodial Training Certificate
- WHMIS certification
- Valid Class 5 Driver's Licence
- First Aid Certificate preferred
- Minimum 1 year custodial experience in a public institution

Skills, Knowledge and Abilities

- Must be in good physical condition

Approvals

Employee

Date

Supervisor

Date

Human Resources Representative

Date