

YUKON COLLEGE

POSITION DESCRIPTION

PART I - IDENTIFYING DATA

Position Number: YC1059
Position Title: Custodial Worker
Incumbent:
Division: SIS

Headquarters: Facilities
Supervisor's Name: Randy Spinks
Supervisor's Title: Supervisor, Facilities
Date Description Completed: July 12, 2006
Updated: August 2016

PART II - SUMMARY (broad statement of why position exists)

Reporting to the Supervisor, Facilities this position is responsible for providing custodial, minor maintenance and security services for the College to ensure a hygienic, clean, and comfortable environment.

A. Duties and Responsibilities

1. Major Function - the most important activity or responsibility required (describe what is done, why it is done, and how it is done):

- a) Cleaning the College facility and grounds in order to provide a hygienic and comfortable environment by:
 - Sweeping, mopping, vacuuming, stripping, waxing, buffing, and/or shampooing floors.
 - Dusting and washing rooms, furniture, fixtures and appliances as required.
 - Cleaning and disinfecting washrooms and fixtures therein including stocking with adequate soaps, paper products, and other user materials.
 - Collecting and disposing of all wastes in and about the College
 - Cleaning chalkboards and chalkboard erasers as instructed

Approximate percentage of job time above functions are performed: 50%

2. Other Principal Activities, in order of importance (describing for each what, why, and how, and approximate percentage of job time required, rounded off to the nearest 5%):

- a) Attending to the safety, minor maintenance and security requirements of the College by:
 - Keeping all entrances free of snow and debris (15ft from entrances)
 - Detecting needs for minor maintenance and undertaking same such as replacing light bulbs, tightening hinges, etc.
 - Detecting major maintenance needs and reporting needs to Supervisor, Facilities and/or Night Shift Supervisor
 - Detecting hazards and correcting same by facilitating repairs or reporting to appropriate authority (eg. Landlord) and Supervisor, Facilities and/or Night Shift Supervisor.
 - Ensuring safe and secure premises at all times by securing doors, windows, etc. and turning all unnecessary lights and appliances off.
 - Inspecting for and correcting apparent fire hazards and reporting to Supervisor, Facilities and Night Shift Supervisor.

- Controlling static electricity in assigned areas by applying an antistatic compound as required.

Approximate percentage of job time above functions are performed: 30%

3. Examples of Additional Divisional Activities which may be performed:

- Moving furniture and equipment to set up classrooms, public activities or events
- Carrying pager as principal contact for facility issues and/or emergencies (including responding to pages associated with emergency response system) and then contacting appropriate technical personnel
- Other duties as assigned by Supervisor, Facilities and/or Night Shift Supervisor

Approximate percentage of job time above functions are performed: 20%

4. Approximately how long will it take for a fully qualified employee from outside the work unit to reach the full working level of the position:

1 - 2 months

B. Problem-solving and decision-making

1. a) List any sections of Acts, Regulations, and Policies or Procedures the incumbent must be fully familiar with in order to perform the position's functions:

- Custodial Operation Handbook
- WHMIS (for products used)
- Custodial Safety procedures
- Custodial Security procedures

b) Is the position responsible for interpreting, administering, or enforcing any of the above? If yes, explain.

Must be aware of cleaning standards
Must be aware of how to respond in an emergency

2. a) Describe the kinds of recommendations the incumbent is regularly required to make and to whom:

Recommendations on cleaning techniques, directed to Supervisor, Facilities and/or Night Shift Supervisor.
Recommendations on security issue(s), directed to Supervisor, Facilities and/or Night Shift Supervisor.

b) Who normally makes the final decisions with respect to those recommendations?

Supervisor, Facilities and/or Night Shift Supervisor

3. a) Describe the kinds of final decisions regularly made for which the incumbent is held accountable.

Decisions to undertake minor repairs, routine maintenance and cleaning and basic security

b) What is the direct impact of those decisions?

Clean, safer facility for College staff and students

C. Freedom to Act

1. Describe the way in which this position receives direction:

Verbal or written from immediate supervisor and/or night shift supervisor

2. What legislation, regulations, procedures, or established practices guide, constrain, or limit the activities of this position?

(same as B.1.a)

3. How is the work of the position normally checked or evaluated?

Daily spot checks by Supervisor, Facilities and/or Night Shift Supervisor
Performance reviews by Supervisor, Facilities in consultation with Night Shift Supervisor
Comments from users of facilities

4. What types of decisions are normally referred to the supervisor? (Give examples)

Changes in cleaning techniques
Changes in schedule
Major maintenance requirements
Significant Security Issues

D. Financial Accountability

1. a) Annual Budget (for unit under the direct control of the position):

Fiscal year:	\$
Annual payroll:	\$
O/M Budget (excluding payroll):	\$
Capital Budget (excluding payroll):	\$
Revenues:	\$
Recoveries:	\$

b) Who prepares this budget?

c) What is this position's accountability for budget once allotted?

N/A

d) Does position have authority/ability to reallocate resources? (describe)

No

e) Signing authority levels:

N/A

2. Other expenditures or revenues influenced by this position and how.

E. Management Supervision of Human Resources

	1. No supervisory duties
	2. Supervisory Duties

a) Number of positions supervised directly:

_____ Permanent

_____ Aux/Casual

b) Nature of supervision: **(check any of the following supervisory tasks that are to be performed on a regular basis):**

	a)	Show colleagues how to do tasks.
	b)	Train other employees in work procedures.
	c)	Assign work and review for quality/quantity.
	d)	Establish work priorities and schedules.
	e)	Change duties and responsibilities.
	f)	Participate with supervisor in employees' performance evaluation; -or- Formally appraise employees' performance and discuss appraisal with them, making a final recommendation to advance or withhold merit increments.
	g)	Recommend appointment or rejection upon completion of probationary period.
	h)	Interview employees with attendance or performance problems.
	i)	Act as first formal step in the grievance procedure.
	j)	Interview candidates for vacant positions in the unit.
—	k)	Give opinion to supervisor on selection of new employees; - or - Make final decision on selection of employees.
—	l)	Other.

F. Key Personal Contacts

Supervisor	General operations	Daily
Night Shift Supervisor	General operations	Daily
Instructors/Staff	Classroom Requirements	As required
Coordinators/Outside Groups	Extra Operations Requirements	As required
Engineers	Building Systems Operation	As required

Who (what positions or groups)**Purpose****Frequency****G. Tools, Equipment, or Machinery Used****Name****Purpose****Percentage of time**

Vacuum cleaner	Cleaning	Daily
Carpet cleaner	Cleaning	Seasonal
Various hand tools	Cleaning	Daily
Floor polisher	Cleaning	Daily
Floor Machine	Cleaning	Monthly
Cell Phone/Pager	Communication	Daily
Security System	Security	As required

H. Working Conditions

Describe any adverse conditions that are normal and expected in the job.

a) Describe weights lifted:**Type****How Heavy****Percentage of time**

Furniture and equip.	10-50lbs	5%
Cleaning products	1-50lbs	75%

b) What working conditions (sitting, standing, bending, reaching) or types of physical effort (hiking, walking, driving) are required?**Type****Percentage of time**

Standing	50%
Walking	30%
Bending	10%
Lifting	10%

c) Describe any physical hazards present:

<u>Type</u>	<u>Percentage of time</u>
Using and mixing cleaning solutions	10-20%

d) Describe special physical conditions leading to discomfort:

<u>Type</u>	<u>Percentage of time</u>
Odours from strong cleaning solutions	10%

e) Interpersonal Conditions: Check any of the following conditions, which are normal and expected in the job and give examples:

	high level of dissatisfied clients
	high level of emotional clients
	potential for physical abuse from clients
*	regular critical deadlines
	high level of irregular critical deadlines
	constant interruptions
	instructions from more than one source
	students or staff under work related stress
	Other: mental stress due to nature of problem solving and multi-tasking

f) Travel Required

a)	average number of trips annually	
b)	average number of days per trip	
c)	average distance per trip	
d)	most frequent mode of transportation	

I. Organization Chart

- Complete portion above dashed line whether the position supervises or not.
- Complete portion below dashed line if this position supervises others.

IMMEDIATE SUPERVISOR'S POSITION

Title: Supervisor, Facilities

Classification Level: 8

PEER POSITIONS: (all those reporting to the same immediate supervisor)

Title: Night Shift Supervisor

Classification Level: 4

Title:

Classification Level:

Title:

Classification Level:

Title:

Classification Level

SUBJECT POSITION TITLE:

SUBORDINATE POSITIONS:

Title

Classification Level:

No. of Employees

Title:

Classification Level:

No. of Employees:

PART III – SIGNATURES

I confirm that this describes the duties and responsibilities I require of an incumbent in this position and have reviewed the description with the incumbent (where applicable).

Dean/Director or Designate

Date: _____

I have read the foregoing position description and understand that it is a general description of the duties and responsibilities assigned to the position I occupy.

Incumbent

Date: _____

PART IV - QUALIFICATIONS

To be completed by the Dean/Director or designate

A. Minimum Knowledge, Skills, and Abilities Required

- Custodial experience in an institutional setting
- Knowledge of cleaning methods, materials and equipment
- Knowledge of safety and security issues
- Experience working with minor building maintenance
- Customer service oriented
- Ability to use a variety types of cleaning equipment
- Ability to use a variety types of floor equipment
- Ability to work independently and as a team player
- Ability to maintain confidentiality
- Effective interpersonal skills
- Ability to communicate effectively
- Cultural sensitivity

B. Licenses, Certificates Required - Give title and section of any legislation, regulations, or other authority where applicable.

WHMIS (or willingness to obtain)

C. Other skills and/or knowledge which may be desirable, but not necessarily essential to the performance of the position's duties.

Custodial and Building maintenance certificate an asset

Condition of Employment:

Must be able to pass security clearance

Must be able to safely lift and/or move, equipment and furniture

PART V – COLLEGE SIGNOFF

Comments:

I approve this position description as being representative of the work I require to be performed and that the responsibility levels identified have been delegated to this position.

Director, Human Resources Services

College President

Date: _____

Date: _____

FOR HUMAN RESOURCE SERVICES USE ONLY:

Evaluation Point Results:

Knowledge and Skills:

Accountability:

Mental Demands:

Working Conditions:

Total Points:

Pay Level:2.....