

COMMUNAUTÉ RÉGIONALE DE
CAMPBELLTON
REGIONAL COMMUNITY

Job Description

Janitor

Disclaimer Statement:

Usage of the masculine form throughout the document is for convenience only, and refers to women and men alike.

Department:	Building Maintenance
Job Title:	Janitor
Reports to:	Building Maintenance Manager
Last revised date:	March 17, 2023

JANITOR

1. IDENTIFICATION

1.1	Organisation:	Campbellton
1.2	Department:	Building Maintenance
1.3	Job Title:	Janitor
1.4	Job Status:	Non-unionized
1.5	Immediate Supervisor:	Building Maintenance Manager
1.6	Last revised date:	March 17, 2023

2. TASKS AND RESPONSIBILITIES

2.1 Summary of Responsibilities

The incumbent is responsible for cleaning duties in buildings. He must use proper cleaning methods and materials in the execution of tasks. He may be required to move furniture and equipment, and follows a well-established routine.

2.2 Health and Safety Responsibilities

The incumbent is responsible to:

- conduct himself in a way that ensures his own health and safety and that of other persons at work;
- comply with the *Occupational Health and Safety Act* and Regulations;
- be conversant with and follow the safety rules and regulations of the City of Campbellton;
- report to his immediate supervisor the existence of any hazards of which he is aware;
- use or wear such protective equipment as required by regulation or as recommended by manufacturer;
- consult and co-operate with the Joint Health and Safety Committee and any person responsible for the enforcement of the *Occupational Health and Safety Act* and its Regulations;
- report workplace injuries and illness to employer;
- participate in training and inform his supervisor of any task for which he feels he has not received proper training.

2.3 Tasks Profile

- Perform general cleaning of buildings, keeping them clean and orderly.
- Vacuum, sweep and mop floors.
- Dust furniture, walls, machine and equipment.
- Clean and polish furniture and fixtures.
- Clean windows, glass partitions and mirrors.
- Clean and supply restrooms.
- Notify management of deficiencies or needs for repairs.
- Move furniture and equipment occasionally.
- Collect and dispose of trash and replace garbage bags.
- Keep inventory of cleaning supplies and advise supervisor of need for new supplies.
- Ensure doors are locked after hours.
- Perform any other physically demanding job tasks as assigned.
- Carry out any other departmental related duties as required by the immediate supervisor.

3. AUTHORITY LEVEL

The incumbent reports to the Building Maintenance Manager and has no authority over subordinates.

4. POSITION REQUIREMENTS

4.1. Mandatory Education

- Possess a minimum of grade 10 education and/or meet the requirements of the Test of Workplace Essential Skills (TOWES).

4.2. Special Knowledge and skills

- Must be able to read, write and comprehend simple instructions.
- Must be familiar with cautionary labels on cleaning supplies.
- Must have good time management skills.
- Must be able to work under minimal supervision.

4.3. Mandatory Requirements and Experience

- Hold a class 5 driver's licence.
- Own or have access to a vehicle.
- Meet the criteria for a criminal record check.
- Be able to lift at least 25 pounds.
- Be able to operate basic cleaning equipment.
- Willingness to work irregular hours and overtime upon request.

4.4. Personal Qualities

- Incumbent has to be ready to follow orders from immediate supervisor.
- Incumbent must be meticulous and take pride in his work.

5. REMUNERATION

- \$17.00/h - \$18.58/h – 40h per week.
- \$5/day worked for gas.
- Probationary period – 120 working days (worked).
- An employee who successfully completes the probationary period shall be eligible for City benefits.

6. HOURS OF WORK

- The hours of work are between 6 a.m. and 8 p.m. – Monday to Friday (schedule may vary according to needs and seasons-1h of unpaid lunch).
- This position is a full-time permanent position.

7. WORKING ENVIRONMENT AND TRAVEL REQUIREMENTS

- Indoor work.
- Travel required from one building to the other with employee's own car.

8. OPERATIONAL REQUIREMENTS

- Availability for occasional overtime work is required – Evenings and weekends.

9. JOB DESCRIPTION APPROVAL

9.1 Departmental Level

Approved by: - Initials: _____

Title: -

Date of Approval: -

9.2 City Administration Level

Approved by: Manon Cloutier Initials: _____

Title: Chief Administrative Officer

Date of Approval: March 17, 2023

10. RECEIPT BY INCUMBENT

I have received a copy of this job description:

Name: _____

Signature of incumbent: _____

Date: _____