



# Position Description

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## Building Custodian

Under the general supervision and work assignments of the Principal, the Building Custodian ensures that the building and campus (including the heating and cooling plant, mechanical and electrical systems) are operated and maintained to provide a safe, clean, learning and working environment that is kept in a comfortable and presentable condition. The Building Custodian also acts as the supervisor for the daily and seasonal work of the caretaking staff.

### Qualifications

- Grade XII or equivalent
- Ability to read and understand labels, instructions and safety messages or warnings.
- The ability to utilize email, process maintenance requisitions, and supply orders.
- Ability to operate various types of mechanical and electrical systems; including but not limited to, fire protection, fire sprinkler and irrigation systems as they apply.
- Physical ability to carry out all duties as outlined under Duties and Responsibilities.
- Ability to organize and lead coworkers.
- Logical approach to problem solving and strong aptitude for multitasking.
- Strong organizational skills with an eye for detail.
- Good communication, interpersonal and customer service skills to be able to deal tactfully with students, staff, parents, and visitors.
- Reliable, punctual, efficient, and diligent in the performance of all duties and responsibilities.
- Service oriented and a team player but able to work independently.

## **Duties and Responsibilities**

- Prepare a caretaking work schedule, which ensures all required work is carried out. Post all work schedules and rotational log sheets in caretakers' room.
- Operate and maintain hot water boilers and other heating or cooling plant systems in accordance with government regulations and school procedures. Monitor and adjust all chemical levels in the above systems as needed.
- Operate and maintain all heating, ventilating, air conditioning (HVAC) systems as per school procedures.
- Record all routine and preventive maintenance work conducted on all equipment, devices and furnishings, as required by government agencies and school procedures.
- Perform cleaning duties with the use of hand and power tools, equipment and cleaning agents following standard daily and rotational cleaning schedules and verbal instruction.
- Operate power and hand equipment to maintain various flooring types.
- Collect debris from school grounds, fence lines and parking lots. Cut grass and maintain flowerbeds and shrubs. Maintain parking lot, including snow removal using a skidsteer.
- Train new or inexperienced caretakers in all aspects related to caretaking duties and responsibilities.
- Cooperate with and assist students, school staff, the community and other people visiting the building, including contractors. Work with and monitor contractors on renovation and repair of the school.
- Assist with government and contracted inspections related to fire systems, boilers, building inspections, etc.
- Order supplies, keep records and maintain a caretaking supply budget.
- Practice all safety and emergency procedures, including WHMIS labels and MSDS updates related to Caretaking products.

- Communicate in a timely manner any building or site deficiencies to the school administrator.
- Regularly lift, move, and carry equipment, furniture and supplies up to 22 kg alone, or if heavier, with assistance of co-workers or aids.
- Show good judgment in personal appearance and hygiene.
- Perform such other duties as may be required to meet organizational needs and objectives as assigned.