

Nipissing University

JOB DESCRIPTION

JOB TITLE:	Caretaker
DEPARTMENTS:	Facility Services
CLASSIFICATION:	Technician A
WAGE GRADE:	WG 30
EMPLOYMENT DEFINITION (STATUS):	Full-time Support
SUPERVISOR:	Caretaker Supervisor

SUMMARY OF FUNCTIONS:

Reporting to the Caretaker Supervisor, the Caretaker is responsible for cleaning and maintaining the interior and the exterior of various Nipissing University buildings and surrounding grounds/area.

The Caretaker will be required to work evening hours, which may include weekend work. The Caretaker may also be called in after their regularly scheduled shift for emergencies or other duties and/or needs. The hours of work may rotate and be flexible depending on the needs of the department. The Caretaker will be notified in advance of any changes to the regularly scheduled shifts.

DUTIES & RESPONSIBILITIES:

Building Maintenance

55%

- Prioritize and respond to work orders
- Sweep, mop, scrub, wax, and buff hallways, hard surface floors, and stairs
- Operate industrial vacuum cleaner to remove dirt, heavy debris, and other refuse in all assigned areas
- Operate carpet cleaning equipment, floor cleaning machine
- Empty trash cans and other waste containers in common areas and place in large bin outside
- Wash windows, doors, mirrors, interior walls
- Clean and disinfect public washrooms, varsity rooms and fixtures and replenish supplies
- Wash walls and scrub floor of elevator
- Ensure assigned areas are clean and ready for daily occupancy
- Responsible for yearly spring cleaning of facilities after students leave in April

General Maintenance

20%

- Make adjustments and minor repairs to heating, cooling, ventilating, plumbing and electrical systems
- Make minor repairs to walls, ceilings, and floors
- Paint offices, classrooms, hallways, etc., and touch up where necessary
- Setup and/or take down of equipment and furniture (including floor coverings, tables and chairs, etc.) for special one-time or recurring events
- Assist with moving supplies and furniture
- Assemble furniture and equipment
- Replace burned out light bulbs and ballasts throughout the buildings
- Undertake minor repairs to equipment, furniture, doors, locks, cabinets and closets
- Recommend solutions to supervisor regarding problems that occur

Grounds Maintenance

(20%)

- Fertilize and mow the lawn
- Trim trees and shrubs
- Weed flower gardens
- Clear snow and ice from all building entrances and walkways, ensuring adequate supply of ice melt
- Salt and sand walkways, entrances
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Other Duties & Responsibilities

(5%)

- Move equipment to and from outdoor storage
- Organize storage and housekeeping rooms
- Assist in maintaining accurate account of custodial supplies and inventories
- Assist with monitoring the inventory of building contents
- Report damages to Caretaker Supervisor
- Assist with assessing damages
- Set up and or tear down of equipment (including athletic equipment, including floor covering, tables and chairs) for programmed events on main campus or Athletic Centre

Any other duties as assigned

QUALIFICATIONS:

Education: Grade 12 Diploma

Training and/or experience may be substituted for formal academic training at the discretion of the University

Training & Experience: Training, Experience, Knowledge & Skills Required:

- Minimum one year of relevant work experience
- Must be bondable and receive a negative Criminal Record Check
- Valid drivers license
- WHMIS Training an asset
- CPR and First Aid Training an asset
- Electrical and mechanical experience
- Experience with building systems and components
- Ability to work with minimal supervision
- Ability to apply intermediate reading, writing and arithmetic skills
- Excellent organizational skills
- Excellent interpersonal skills
- Good written communication skills
- Good understanding of WHMIS Regulations
- Good motor and mechanical skills
- General caretaking skills
- Basic computer skills, including a working knowledge of email

POSITION RELATIONSHIPS:

Supervised by: Caretaker Supervisor

Internal Contacts: Staff, Faculty, Students

External Contacts:

- Vendors
- Guests / User Groups
- Canadore Physical Resources Staff

MATERIALS UTILIZED:

- Hand / Power Tools
- Indoor cleaning equipment (eg: brooms, mops, buckets, chemicals for cleaning)
- Industrial vacuum,
- Carpet /upholstery cleaner
- Floor maintenance machinery (eg: auto scrubber, burnisher, scrubber and Taske machine (Buffer))
- Lawn Mower/Tractor
- Snow Removal Equipment
- Office equipment, telephone, computer
- Ladders

PHYSICAL/MENTAL DEMANDS & WORKING CONDITIONS

- Sustained moderate physical exertion including working in awkward positions
- Bending, kneeling, reaching, squatting, twisting, and climbing
- Carry moderate to heavy objects (over 35 lbs.)
- Ability to perform work on up to a six foot ladder
- Cold weather conditions when removing snow
- Hot weather conditions when performing summer grounds work
- Exposure to cleaning solutions and chemicals, dust and dirt
- May work varying shifts

I have read my position description and it has been reviewed with my supervisor. I understand what my duties and functions are, and I will carry out all of my responsibilities as herein described.

Employee Name (please print)

Employee Signature

Date

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Approvals

Supervisor

Date

Assistant Vice-President, Human Resources & Equity

Date