

Nipissing University
JOB DESCRIPTION

JOB TITLE: Residence Caretaker
DEPARTMENT: Residence Maintenance
CLASSIFICATION: Technician A
WAGE GRADE: 30
EMPLOYMENT DEFINITION (STATUS): Full-time Support
SUPERVISOR: Manager of Facilities

SUMMARY OF FUNCTIONS:

Reporting to the Manager of Facilities, the Caretaker is responsible for cleaning and maintaining the interior and the exterior of our residential buildings and the surrounding grounds/area, as well as installing, repairing and maintaining electrical, mechanical, building, plumbing and heating systems, equipment and components within the Student Residences. The Caretaker will also assist with on campus event setup, snow removal and lawn care.

The Caretaker will be required to work varying days and hours which will include evening and weekend hours. The Caretaker will be notified in advance of any changes to the regularly scheduled shifts in accordance with Article 22 of the OPSEU Collective Agreement. 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 may be required to carry a supplied phone while working to respond to any issues and may be required to travel between buildings to respond to those issues.

DUTIES & RESPONSIBILITIES:

GENERAL MAINTENANCE

(40%)

- Repair and replace electrical ballasts, switches, and receptacles
- Make adjustments and minor repairs to heating, cooling, ventilating, plumbing, and electrical systems
- Install filters and lubricants to HVAC
- Repair walls, ceilings, and floors
- Paint walls and ceilings
- Hang curtain rods
- Undertake minor repairs to equipment, furniture, doors, locks, cabinets and closets
- Assist with moving supplies and furniture
- Assemble furniture and equipment
- Replace burned out light bulbs throughout the buildings
- Replace smoke detector batteries when required
- Replace and clean ventilation filter in kitchens and bathrooms
- Spray for pests

BUILDING MAINTENANCE

(35%)

- Sweep, mop, scrub, wax, and buff hallways, hard surface floors, and stairs, including the laundry room
- Operate industrial vacuum cleaner to remove dirt, heavy debris, and other refuse
- Operate carpet cleaning equipment

- Empty trash cans and other waste containers in common areas and place in large bin outside
- Wash windows, doors, interior walls and ceilings
- Clean and disinfect public washrooms and fixtures and replenish supplies
- Wash walls and scrub floor of the elevator
- Clean lint from dryer vents and screens behind dryer
- Ensure student rooms are clean and ready for fall occupancy
- Clean student rooms/suites in the event of room changes or withdrawals throughout the year
- Responsible for yearly spring cleaning of all suites and rooms after students leave in April

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
- Salt and sand walkways, entrances and parking lots

OTHER DUTIES AND RESPONSIBILITIES

(5%)

- Organize storage and housekeeping rooms
- Maintain accurate account of custodial supplies
- Assist with monitoring the inventory of building contents
- Report damages to Residence Maintenance Supervisor
- Assist with assessing damages by students and conference guests

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, Knowledge & Skills Required:

- Minimum one year of relevant work experience
- Valid "G" Driver's license
- WHMIS Training
- Electrical and mechanical experience
- Experience with building systems and components
- Must be bondable and receive a negative Criminal Record Check
- Ability to work with minimal supervision
- Ability to apply advanced 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

RELATIONSHIPS/CONTACTS:

Supervised by: Manager of Facilities

Internal Contacts: Students, Staff and Faculty

External Contacts:

- Vendors
- Guests/Special User Groups
- General Public
- Canadore Physical Resources Staff

MATERIALS UTILIZED:

- Hand Tools/Power Tools
- Industrial Vacuum/Carpet Cleaner
- Lawn Mower/Tractor
- Snow Removal Equipment
- Taske Machine (Buffer)
- Brooms, Mops, Buckets
- Chemicals for cleaning
- Ladders
- Telephone, Computer

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.)
- Varying work days and hours including evening and/or weekend work
- Rotating shifts
- Generally pleasant surroundings
- Cold weather conditions when removing snow
- Hot weather conditions when performing summer grounds work
- Conditions of dust, dirt, and the like
- Exposure to cleaning solutions and chemicals
- May work varying shifts including holidays and weekends

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