

# Custodian II

## POSITION DESCRIPTION

- Responsible to the Supervisor of Operations or designated replacement.
- Maintains an acceptable standard of cleanliness as established by the Operations Department.
- Maintains and operates the heating plant including air exchange and ventilation systems in an acceptable, efficient and safe manner.
- Maintains a cooperative working relationship with staff, students and the public.
- Consults with the School Administration in the daily operation of the school.
- Responsible for the equitable distribution and scheduling of all cleaning routines in his/her particular school and regular inspection of same.
- Should make periodic inspections outside the building as to the conditions of walkways, stairs, outside garbage bins and bicycle racks, etc. to ensure that such areas are in a neat and safe condition. The Custodian II is expected to take an active roll in keeping all areas within the school as clean and orderly as possible.
- Provides a temperature conducive to teaching prior to the commencing of classes each morning.
- Undertakes custodial duties as per the collective agreement.
- Inspects and reports to the Supervisor/School Administrator on the condition of the school, the heating plant and immediate grounds as required.
- Submits vandalism reports and maintenance requisitions to appropriate departments.
- Reports, to the supervisor, on the performance of their staff regarding effectiveness, attendance, punctuality and other matters that in their opinion are considered pertinent.
- Checks and verifies hours worked and rate of pay on timesheets.
- Requisitions custodial supplies, equipment and issues supplies to staff as required to carry out their responsibilities in maintaining information log books as required for both the school plant and maintenance requisitions.
- Responsible for raising the Canadian flag in the morning and lowering it in the evening on school days.
- Coordinates vacations in consultation with the Supervisor of the Operations Department so that the school is adequately covered for cleanup, rentals, daycares at the Spring/Summer and Christmas breaks and on non-school days.
- Removes snow and ice on steps and walkways for a minimum distance of three (3) meters from all entrances for the safety of the building occupants.

In the event of snowfall, the Custodian's morning tasks are given the following priorities:

- a) Heating of buildings
  - b) Clearing entrances and paths to street sidewalks
  - c) Normal routines
- Ensures safe storage of cleaning equipment and supplies.
  - Cleans storage areas to ensure that debris and combustible products do not accumulate in accordance with local regulatory bodies.
  - Undertakes minor repairs within the scope of their responsibilities; i.e replacing fan belts, light shades, etc.
  - In conjunction with the School Administrator has authority for security of the building.
  - Ensures all staff are aware of security procedures and promptly reports any defects to the Supervisor of the Operations Department.
  - Establishes and undertakes a preventative maintenance program for all school plant equipment.
  - Moves and sets up furniture and equipment as required.
  - Assists the School Administrator in the safe evacuation of the school during all emergency procedures, keeps a log of same; i.e. fire alarm, earthquake.
  - Reports promptly to the appropriate Department Supervisor, any mechanical failures or damage to School Board property, buildings, equipment and tools.
  - Performs duties in compliance with safety regulations.
  - Performs other assigned duties related to the above.

## QUALIFICATIONS

### EDUCATION/TECHNICAL REQUIREMENTS

- Grade 12 certificate or an equivalent combination of education, training and experience.

### OTHER RELATED COURSES

- Must possess a valid certificate as set out in the BC Boiler and Pressure Vessels Act, when required by the School Board.

### EXPERIENCE/TECHNICAL REQUIREMENTS

- Must have a minimum of five (5) years custodial experience.

### KNOWLEDGE

THE CANDIDATE MUST POSSESS A DEMONSTRATED KNOWLEDGE OF:

- The standards, practices, methods, materials, tools and equipment used for the construction, repair and maintenance of buildings, grounds or equipment in his/her area of expertise.
- Job related safety regulations and techniques as outlined in the Workers' Compensation Board Industrial Health and Safety Regulations.
- School District #61 Policies and Regulations, Municipal, Provincial and Federal regulations relevant to his/her department.