

	<i>Title:</i> Building Service Worker	<i>Date:</i> January, 2001
	<i>Department:</i> Recreation, Culture and Community Services	
	<i>Classification:</i> Inside	<i>Pay Grade:</i> 15
	<i>Date Signed Off by the Union:</i>	

Nature and Scope

Reporting to the Director of Recreation, Culture, and Community Services, the Building Service Worker is responsible for cleaning and maintaining various City facilities. The work entails cleaning, janitorial and small repair roles. The incumbent will work together with the Director of Recreation, Culture, and Community Services to develop and maintain a preventative maintenance program.

Illustrative Examples of Work

1. Sweeps, washes and polishes floors, hallways, stairs and related areas.
2. Vacuums carpets, washes hand basins, sinks, toilets, tile and replenishes washroom supplies.
3. Washes and cleans windows, doors, shelves, glass surfaces, walls, ceilings and painted surfaces.
4. Collects and disposes of refuse, cleans and sweeps steps and clears snow and ice around building areas.
5. Ensures for building security. This involves locking the building and arming the security system. Infrequently, may have to respond to inquiries and gives out routine information and assistance to the public.
6. Develops and maintains a preventative maintenance program from the building.
7. Sets up tables, chairs and other furniture for scheduled events or activities in the facility and removes them upon completion.
8. Infrequently performs computerized registration preferably with some previous experience in recreation programs.
8. Shows the facilities to prospective renters.
9. Performs minor plumbing, carpentry and electrical repairs not requiring trade certification; undertakes and performs as directed minor construction, renovation and custodial tasks such as moving furniture, delivering supplies and equipment and setting up meeting rooms.
9. Performs other related work as required.

Required Knowledge, Abilities and Skills

1. Good knowledge of the methods, materials, tools and equipment used in janitorial work
2. Ability to understand and follow oral and written instructions
3. Ability to deal courteously and effectively with the public
4. Ability to perform duties with minimal supervision
5. Skill in the use and care of cleaning and maintenance supplies and equipment
6. Ability to understand and follow oral and written instructions
7. Sound knowledge of the principles, practices, tools and equipment used in building support services, maintenance and repair work
8. Ability to establish and maintain effective working relationships with a variety of internal and external contacts

Desirable Training and Experience

1. Grade 12, preferably with additional formal training in building service work
2. At least 2 years previous work related experience; or
3. Equivalent combination of training and experience.

Required Licences, Certificates and Registrations

1. Valid Standard First Aid Certificate
2. Valid Class 5 Driver's Licence for the Province of British Columbia