

TOWNSHIP OF NORTH HURON

POSITION PROFILE



Position Title **Custodian**

Report to Title: **Director of Public Works and Facilities**

Revised: **July 2024**

Pay Range: Band 3

Position Status: Full-Time

Pay Method: Hourly/ Bi-Weekly

Normal Work Week: 37.5 hours per week (shifts will include evenings and weekends as needed)

Overtime paid: Eligible after 40 hours per week

Location: Township of North Huron Facilities

A – POSITION DESCRIPTION

1. **Scope of Position:**

- (a) The Custodian is responsible for maintaining the cleanliness, appearance, and functionality of Township of North Huron facilities. This is an important role in ensuring a safe and pleasant environment for employees and customers. The custodian is required to adhere to established procedures to provide a safe working environment including aligning with Occupational Health & Safety Act and Public Health regulations and all other applicable legislation.

Reporting to the Director of Public Works & Facilities, the Custodian will be required to work independently and efficiently with minimal supervision. Physical stamina is needed to perform repetitive tasks and the ability to lift up to 50 lbs. is required. The custodian will be required to have a valid driver's license with access to a reliable method of transportation to travel to all Township facilities.

Key duties include:

- a) Performing all general cleaning tasks for Township of North Huron facilities including but not limited to:
- Dusting, sweeping, mopping and vacuuming
 - Cleaning/sanitizing of all washrooms
 - Emptying of all garbage receptacles and recycling containers
 - Window/glass cleaning
 - Dusting and sanitizing surfaces as required

- Stripping and waxing floors as required.
 - Cleaning of kitchen spaces
 - Filling dispensers as required.
 - Other cleaning duties as assigned.
- b) Assist with the set up and moving of furniture or equipment as required by the Director of Public Works & Facilities
 - c) Troubleshoot minor cleaning equipment malfunctions and report any equipment deficiencies or concerns as required
 - d) Maintaining the entranceways of Township facilities and ensuring they are free from debris and ice including snow shoveling during winter months

2. **Key Responsibilities**

- a) Reporting all maintenance concerns to the Director of Public Works & Facilities as required
- b) Securing the facilities, ensuring buildings are locked/unlocked as required and in accordance with the facilities security system

3. **Key Relationships**

Internal

Director of Public Works & Facilities: daily interaction regarding operational tasks and scheduling

Public Works & Facilities Lead Hand(s): as needed

Public Works & Facilities Administrative Assistant: as needed regarding supplies

Director of Public Works and Facilities: daily interaction regarding job operations

4. **Decision Making Authority**

The job does not have any decision-making authority.

Judgement is required at times:

- to prioritize the many projects and tasks in process at any time and assign appropriate resources to ensure deadlines and quality targets are met;
- to evaluate the severity of operational challenges in order to decide appropriate action

5. **Procurement Threshold**

N/A

6. **Budgetary Responsibility**

The Custodian does not have any budgetary responsibilities.

7. Problem Solving Responsibility

Most of the duties performed by the Custodian are in accordance with established policies and procedures under the supervision of the Director of Public Works & Facilities. Normally the problems to be solved are predictable and require no research beyond established policies and procedures.

B – POSITION SPECIFICATIONS

The formal education, training, work experience and other key skills of an individual must be evaluated simultaneously.

1. Formal Education and Training

Minimum degree required:

Secondary School Diploma or Equivalent

Valid Ontario G Driver's License

Required

Required

2. Work Experience

Cleaning/Janitorial Services

Experience working in a municipality

Minimum Years Required

Two

Considered an asset

3. Other Key Skills

- Good interpersonal skills, including proven ability to be tactful and courteous when dealing with the public.
- Well organized and strong, efficient time-management skills.
- Working knowledge of North Huron policies, procedures and levels of service.
- Working knowledge of Ontario Occupational Health & Safety Act.
- Knowledge of cleaning chemicals (WHMIS certification considered an asset)
- The ability to lift up to 50 lbs.

C – POSITION CHARACTERISTICS

1. Impact & Accountabilities

A person performing this position competently and proactively can promote a professional image for the Township of North Huron.

2. Supervisory Responsibility

No supervisory responsibility

D – WORKING CONDITIONS

1. Physical Effort and Environment

The physical working environment can be demanding, and this position has the possibility of exposure to hazardous cleaning chemicals. Safety Data Sheets (SDS) are provided. There is very little to no risk of injury when following all proper policies and procedures.

2. Mental Effort

Tight deadlines and precise cleaning required. Must be able to pay close attention to detail and be very observant.