

Job Information

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| Job title | Building Service Worker I | Job Code: BSW1 | Pay Grade: A |
| Title of immediate supervisor | Building Service Worker I- Supervisor | | |
| Department/Division | Engineering and Parks & Recreation | | |
| Prepared by | N. Pallan | | |
| Date Created | April 15, 2015 | Revised date | Feb 29, 2016 |
| Dept Head Signature | | Date | |

Job Purpose

Performs custodial care, cleaning and daily maintenance of municipal buildings and facilities. Requires sound knowledge of custodial and maintenance procedures and experience with up-to-date cleaning methods, minor building and equipment repair, and the use, care and upkeep of the materials and equipment used.

Duties and Responsibilities

- Performs the set-up, clean up and take down tasks in compliance with program and event requirements.
- Sweeps, dust mops, wet mops, vacuums, washes windows and walls.
- Strips, seals, waxes and polishes floors.
- Performs preventative maintenance duties on HVAC and other mechanical systems as required.
- Monitors / makes minor adjustments to building environmental control system on supervisors' approval.
- Maintains records of equipment operation and maintenance
- Performs minor building and equipment repairs as assigned.
- Cleans washrooms/changerooms, replenishes supplies and ensures that proper disinfectants and cleaning methods have been used.
- Secures the building (locks doors, windows, sets alarms, etc.).
- Replaces light globes, fluorescent tubes and cleans lighting fixtures.
- Moves furniture and equipment.
- Assists in training seasonal and auxiliary employees.
- Performs other related duties as required.

Qualifications

- Grade 11 or equivalent.
- Building Service Worker Level 1.
- Hard floor and carpet care certification as required
- Three months related experience.
- WHMIS certification valid within 1 year.
- Occupation First Aid Level I as required.
- An equivalent combination of education and experience may be considered.
- Satisfactory Police Information Check.

Physical Requirements

Sufficient physical strength to perform the work and stamina to work varying shifts.

Working Conditions

Works in a recreational and/or municipal setting.