



**Custodian**  
Field  
**Level 2**

Last Reviewed: May 15, 2019

**Position Summary**

This Custodian is responsible for cleaning, minor maintenance and yard work for the facility, grounds, equipment and CVAs (as required). Shift, evening and weekend work may be required.

**Duties and Responsibilities**

The Custodian has a range of duties and responsibilities including but not limited to the following:

- Performs daily janitorial duties, including cleaning classrooms, washrooms, offices and common areas.
- Dust, vacuum, wash floors, walls and windows, wax floors and dispose of garbage.
- Performs routine ground maintenance (snow/ice removal, lawn and tree care).
- Secure facilities according to schedules, enforcing facility rules and procedures and reporting maintenance issues to supervisor.
- Performs minor repairs to facilities and equipment (patch drywall, painting, install doors and windows, install equipment; service forklift, scissor lift, etc.)
- Assists with or schedules minor maintenance for facility, equipment and CVAs.
- Requisition for supplies as required.
- Provides in-town drop-off and pick-up services for mail, equipment and supplies.
- Arranges rooms or auditoriums for classes, meetings, special events, etc.
- Performs checks on heating and ventilation systems as required. Troubleshoots HVAC system

*It is noted that the duties and responsibilities outlined above are representative, but not all-inclusive.*

**Knowledge, Skills, Abilities, and Education**

Candidates must be able to demonstrate:

- Proven ability to work with minimal supervision
- Knowledge of sanitation principles and cleaning equipment operation
- Strong interpersonal skills
- Willingness to learn
- Ability to do heavy lifting (up to 50 lbs) and continuous physical work of various levels of difficulty
- Candidates must possess a valid Class 5 driver's license

Preference may be given to candidates who have a proven mechanical aptitude and ability to perform minor building repairs.

**Education**

- Grade 12, or equivalent

Preference will be given to candidates who have the following valid certifications:

- Fireman's certificate
- Skid Steer certificate
- Aerial Lift certificate
- WHMIS certificate
- Fall Protection certificate

Candidates hired without these certifications will be required to successfully obtain them within their probationary period.

**Experience**

- Minimum of one year experience in a custodian or maintenance position.