

Vancouver Island West School District 84

Job Description

Maintenance Worker/Custodian II

Summary

Under the direction, supervision and evaluation of the Operations Supervisor:

- provides custodial, manual and semi-skilled services related to the maintenance and improvement of District buildings, grounds and equipment in isolated areas with minimal supervision and direction;
- provides custodial services to schools and other District facilities in accordance with established procedures, with regard to safety, sanitation, security, and appearance.

Duties

Maintenance Worker:

- Performs basic maintenance and repairs to District buildings and equipment, and maintains electrical generator.
- Undertakes in the maintenance, repairing, renovating, and constructing of District buildings and equipment.
- Operates District vehicles and equipment such as trucks, vans, power mower including a variety of power and hand tools.
- Performs groundskeeper duties such as cleaning of grounds, sidewalks, paved areas, drainage systems, storage and work areas, cutting, raking of grass, snow removal and debris.
- Keeps tools and equipment in clean and serviceable condition.

Custodian II:

- Performs a variety of manual tasks such as dusting, sweeping, vacuuming, washing, scrubbing, and disinfecting facilities surfaces such as floors, carpets, windows, walls, desks, etc.
- Operates a variety of caretaking equipment such as vacuums, polishers, and rug cleaning equipment, etc.
- Collects and removes garbage from inside and outside facilities.
- Moves furniture and equipment as required to facilitate cleaning.
- Directs Custodian III staff in their duties.
- Contacts casual workers when needed.
- Establishes cleaning schedule and determines what methods and materials are to be used.
- Secures doors and windows, makes security checks at end of shift.
- Maintains janitorial equipment in serviceable condition.
- Handles mixing of chemicals for cleaning purposes.
- Ensures that an adequate stock of materials and supplies is on hand to do the assigned work.
- Performs all duties with a level of interpersonal skills appropriate to the position.
- Maintains the confidentiality of sensitive information seen or heard.
- Maintains familiarity with WHMIS and WCB safety procedures.
- May be required to perform other related duties as assigned.

Qualifications

- Grade 12 education or the equivalent.
- Valid Class 5 BC driver's license.
- One year of experience in mechanics and two years experience in building maintenance.
- Working knowledge of trades.
- Competent in the use and care of tools and equipment common to this position.
- Physical capabilities to perform the job.

March 25, 1998

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