



## IDENTIFICATION

Department	Position Title	
Environment and Climate Change	Office Cleaner	
Position Number	Community	Division/Region
23-10789	Fort Liard	Dehcho

## PURPOSE OF THE POSITION

The Office Cleaner is responsible for cleaning and other miscellaneous duties to ensure that the Department of Environment and Climate Change office in Fort Liard is maintained as a healthy and sanitary environment for staff and the general public.

## SCOPE

The position is located in Fort Liard and reports to the Manager, Wildlife & Environment. The position cleans and cares for the office facility in a manner that ensures the health, cleanliness and environment for staff and the member of the public. Maintaining a clean and orderly environment also provides staff and the public with a sense of pride in their territorial facility.

## RESPONSIBILITIES

### 1. Daily cleaning of office facilities.

- Sweeps and mops all uncarpeted floors and rubber floor mats on the main floor and basement level.
- Vacuums all carpeted floors, main floor, and basement level.
- Cleans and disinfects all washrooms.
- Replenishes washroom supplies such as toilet paper, soap and paper towels.
- Cleans all mirrors.
- Wipes marks off the walls, doors, hardware, and glass.
- Waters indoor plants.
- Empties all waste baskets and garbage cans into utility bags.
- Places all utility bags into the outside disposal bin.
- Sweeps entry walk of leaves and dirt as required.
- Reports any minor maintenance needs.
- Ensures that all doors are locked and lights are out.



- Monitors that heating system is functioning and reports any problems to OPW and supervisory staff.

## **2. Weekly cleaning of office facilities.**

- Supporting activities of the above responsibility.
- Washes and buff uncarpeted floors on the main floor.
- Maintains an inventory of cleaning supplies and washroom supplies and notifies supervisory staff of needed supplies.
- Dusts desks, file cabinet, chairs, window ledges and office equipment.
- Ensures cleaning materials are kept safely and securely stored in a safe and orderly manner.
- Ensure that webs of insects are removed from ceiling or other places.

## **3. Annual activities.**

- Wash interior and exterior windows twice per year.
- Steam clean carpets twice per year.

## **WORKING CONDITIONS**

### **Physical Demand**

The office cleaner's position is physically demanding as the incumbent must spend their entire shift standing, walking, lifting, sweeping, mopping and vacuuming. Washing windows requires use of a stepladder.

### **Environmental Conditions**

Works with toxic cleaning products on a daily basis that can give off unpleasant odors and be harmful to one's health if not properly utilized.

### **Sensory Demands**

No unusual demands.

### **Mental Demands**

No unusual demands.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- The incumbent requires an understanding of standard cleaning procedures, chemicals and protocols.
- The incumbent must be able to read and understand labels and instructions, particularly on the use and application of cleaning chemicals and products.

- The incumbent must be able to work under little supervision.
- Time management skills
- Operation of cleaning equipment
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

**Typically, the above qualifications would be attained by:**

The incumbent would normally acquire this level of knowledge and skills through related experience and completion of a Workplace Hazardous Materials Information Systems course.

Equivalent combinations of education and experience will be considered.

**ADDITIONAL REQUIREMENTS**

**Position Security** (check one)

- ☐ No criminal records check required
- ☐ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

**French language** (check one if applicable)

- ☐ French required (must identify required level below)
  - Level required for this Designated Position is:
    - ORAL EXPRESSION AND COMPREHENSION
      - Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
    - READING COMPREHENSION:
      - Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
    - WRITING SKILLS:
      - Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
- ☐ French preferred

**Indigenous language:** Select language

- ☐ Required
- ☐ Preferred