

IDENTIFICATION

Department	Position Title	
Aurora College	RELIEF Custodial Worker/Groundskeeper	
Position Number	Community	Division/Region
91-15629	Inuvik	Aurora Research Institute

PURPOSE OF THE POSITION

The incumbent is responsible for providing custodial and grounds keeping services at the Western Arctic Research Centre (WARC), and ensuring that the facility is clean for staff, students, researchers and visitors.

SCOPE

This position reports directly to the Manager, WARC Logistics and Facilities. The incumbent provides daily general custodial, grounds keeping and maintenance services at the research centre facility.

RESPONSIBILITIES

1. Cleans the research centre facility, including the main building and the researcher residences.

- Clean floors by sweeping, mopping and polishing
- Vacuum rugs and carpets; spot cleans as required
- Clean and disinfect washrooms and water fountains; replenish bathroom supplies as needed
- Clean and dust offices, hallways, stairways and banisters
- Clean doors, partitions and other surfaces, including windows
- Empty trash and recycling receptacles
- Complete other cleaning tasks as required
- Clean researcher residences on a regular basis

2. Provides seasonal grounds keeping and minor maintenance services as required.

- During winter months, remove snow and ice from outside stairs, walkways, decks and loading bay at research centre facility and researcher residences

- During summer months, landscape front yard of research centre, including trimming bushes, removing clippings and watering flowerbeds
- Perform minor maintenance tasks, such as changing light bulbs, moving furniture and repairing minor damage to furniture

WORKING CONDITIONS

Physical Demands

A large portion of the incumbent's time will be spent cleaning, doing grounds keeping and occasionally moving boxes, furniture, etc., which can lead to physical discomfort in the neck, back and arms. In the winter months the incumbent is expected to shovel the outer stairs, walkways, loading bay and decks, which can also contribute to neck, back and arm discomfort.

Environmental Conditions

There are no significant adverse environmental conditions that exist in this position.

Sensory Demands

The incumbent must spend long hours cleaning the facility, which requires a great deal of attention to detail. The incumbent is also in constant contact with cleaning chemicals.

Mental Demands

There are no significant adverse mental demands that exist in this position.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of proper cleaning products, safe handling procedures and equipment employed in janitorial care and maintenance of buildings
- Ability to read and write
- Ability to work well under little supervision
- Ability to lift, move and carry items weighing up to 50 pounds
- Valid class five Driver's Licence

Typically, the above qualifications would be attained by:

Previous experience in doing routine custodial/maintenance work

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