



Department of Personnel
and Administration Div.

JAN 22 1992

Job Description

96-8014		Position title Custodial Worker	
Department Education	Division / Region Fort Simpson	Position location Fort Liard	
Supervisor - Position no. -3037	Supervisor - Position title Principal	Supervisor's location Fort Liard	
CLASSIFICATION USE ONLY			

2 Describe, in a brief paragraph, the purpose or main function of this position. This statement should answer the question: " WHY does this position exist?"

To maintain the buildings and grounds of Echo Dene School, in a clean and safe condition for use by students, staff and the public.

3 Describe the duties of the position, starting with the area of major responsibility. Describe WHAT each duty is, WHY it is done and HOW it is done. Use extra blank sheets as required.

Major Duties

duty no. % time

1. 60 Maintains through a regular cleaning schedule (ie - daily weekly, monthly, seasonal) interior areas of the building assigned to him/her in a clean and safe condition for use by students, staff and public.
 - by sweeping, dusting, mopping, vacuuming halls, classrooms, offices, storerooms, entrance exits, stairs and stairwells
 - by collecting and depositing waste in outside container
 - by mopping and disinfecting sinks, urinals, toilet bowls and floors
 - by washing walls, windows and pipes
 - by cleaning fluorescent light fixtures
 - by wet mopping floors
 - by washing chalkboards and clean ledges and brushes
2. 10 Maintains through appropriate cleaning and attention, exterior areas of the building and grounds assigned to him/her in a tidy, clean and safe condition for use by students, staff and public.
 - by cutting lawns
 - by cleaning exterior doors and windows
 - by cleaning snow, dirt, ice from sidewalks and entrances
3. 10 Performs minor maintenance work such as replacing bolts screws in desks, hinges, etc., unplugging drains and replace fluorescent tubes.

Minor Duties

Describe briefly only WHAT is done.

4. 5 Inspects regularly areas assigned and reports any safety hazards, damages, maintenance work required, etc, to his/her supervisor.
5. 5 Makes security checks to ensure that all doors are locked at the end of his/her shift.
6. 5 Advises supervisor of janitorial supplies needed and performs other duties
7. 5 Checks the levels and arranges for delivery and/or pick up of water, oil, sewage, and garbage.

Total 100%

(USE EXTRA BLANK SHEETS IF NECESSARY)

- 4 Using the format below, explain the following:
- What is the minimum level of education and training required to perform these duties ?
(specify certificates, licences or necessary appointments)
 - Describe why this education and training is necessary (rationale) .
 - Identify duties which support this level of education and training (duty number) .

MINIMUM LEVEL	RATIONALE	DUTY NO.
Grade 8	Able to follow oral and written instructions.	1-6

- 5 Using the format below, complete the following:
- Name the skills and knowledge necessary to perform these duties which must be gained through experience (knowledge of regional problems, skill in planning) .
 - What is the minimum length of time required to develop each skill and knowledge?
 - Identify duties which support each requirement.

SPECIFIC SKILL OR KNOWLEDGE	LENGTH OF TIME	DUTY NO.
To perform required cleaning procedures and operate equipment involved.	Approximately one(1) month	1-2
To deal courteously and effectively with students, staff and members of the public.		1-2-5

NOTE: The minimum levels of education, training and experience, when rated in the classification process, constitute the requirements that must be met when hiring a new employee for this position, or when promoting the incumbent on a reclassification of this position. Desirable levels may be included in staffing requests.

- 6 a) What final decisions are made REGULARLY, for which the employee is held accountable ? Describe, using specific examples (eg. signing authority delegated).

Those that relate to his/her area of expertise such as cleaning techniques, etc.

Whether to repair equipment in the school or refer to D.P.W.

- b) What is the direct impact of those decisions (eg. on groups, resource utilization and program delivery)?

Very limited. Consistently high quality of daily work is much more important, reprogram delivery than impact of decisions.

- c) What recommendations does the employee make; to whom are they made and how often ? Describe using specific examples.

Employee makes recommendations to the supervisor recleaning schedules, security arrangements, evening and weekend use of the school, etc.

Informs supervisor when repairs are required to the plant which must be referred to D.P.W.

- 7 a) List the directives, manuals, regulations, ordinance or other written guidelines used REGULARLY, and specify how they are used (eg. follow procedures in manuals, explain or interpret regulations).

Most instructions are oral but employee is required as necessary to follow procedures outlined in manuals, reoperation of new equipment or implementations of new cleaning procedures.

- b) What controls are exercised over selection of methods and procedures, and the work performance either by the supervisor or other persons, either directly or indirectly ? Give specific examples (eg. information sources specified by client, supervisor checks and approves completed work).

Employee has considerable freedom in selecting methods and procedures. Work performance is controlled by periodic inspections by supervisor and by suggestions or complaints received from staff. In cases where performance is unsatisfactory, supervisor will specify methods and procedures employee is to use.

- c) How is the work assigned to the employee (eg. verbal direction from supervisor; written instructions with work request) ?

Mainly through verbal instructions from supervisor.

- d) List the major tools, equipment and machinery used in the work, and the percentage of time spent using each.

Vacuum cleaner	10%	Lawn Mower	2%
Scrubber	3%		
Polisher	2%		
Rug Shampooer	2%		
Shop Power/Hand Tools	2%		
Broom	10%		

8 NOTE: A person in this position is not responsible for supervising other employees.

- a) Specify the positions which report directly to this position, including indeterminate, term, seasonal and casuals. Use the format below.

POSITION TITLE	POSITION NO.	EMPLOYEE NAME
None		

- b) Indicate by yes or no which of the following tasks are performed when supervising employees in positions listed above. Add additional tasks if necessary.

	Yes	No	
I	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Assigns and reviews work on a day to day basis.
II	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Recommends work schedules, staff allocation, etc., to immediate supervisor;
III	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Schedules and assigns work priorities and allocates staff to activities or projects;
IV	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Trains new employees and explains new work methods and procedures to subordinates;
V	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Monitors adherence of subordinates to policies, regulations and procedures;
VI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Writes letters of warning and reprimand and recommends further disciplinary action;
VII	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Plans, schedules and implements work programs;
VIII	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Establishes quality and quantity standards for work;
IX	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Exercises signing authority. Specify (eg. appraisals, leave forms) !
X	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Recommends changes to position duties and writes job descriptions;
XI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Identifies staffing needs and interviews potential employees;

9 a) To what extent are contacts necessary? Give specific information for each contact, using the format below.

TITLE AND ORGANIZATION OF CONTACT	REASON FOR CONTACT	METHOD OF CONTACT	FREQUENCY
Staff, students, groups using the building	Minor cleaning problems, request	person to person	daily
Students/Public	Security reasons	person to person	daily

b) Which of the contacts are most difficult? Explain why.

None are particularly difficult as long as the employee has basic human relations skills that enable him/her to deal effectively with people (staff, students, public - who vary considerable in ages and background).

10 Specify any features of the work which create unusual demands on the employee, or which create physical or mental stress (eg. performing precision work, lifting heavy weights, working in obnoxious odours or hazardous conditions).

Position occasionally requires some moderately heavy physical work.