



NOV 6 1991

Job Description

Position no. 96-8140	Position title CUSTODIAL WORKER	
Department EDUCATION	Division / Region FORT SIMPSON	Position location WRIGLEY, N.W.T.
Supervisor - Position no. 0948	Supervisor - Position title PRINCIPAL	Supervisor's location WRIGLEY
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 in a clean and safe condition for use by students, staff, and 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. 65 Maintains through a regular schedule (daily, weekly) the interior areas of the school buildings.
 - by sweeping, dusting, mopping, vacuuming, and washing, classrooms, entrances, furniture, walls and windows.
 - by collecting and disposing of waste outside
 - by cleaning and disinfecting the washrooms
 - by cleaning chalkboards, ledges and brushes.
2. 10 Maintains and cleans exterior of buildings
 - by cleaning exterior doors and windows
 - by cleaning snow, dirt, and ice from entrances.
3. 10 Perform minor maintenance work such as unplugging drains and repairing light fixtures.

Minor Duties

Describe briefly only WHAT is done.

4. 5 Inspect and report damage or work required to be done.
5. 5 Make security check and lock-up at the of the work period.
6. 5 Advise on janitorial supplies needed.

Total 100%

- 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 cleaning duties and operate equipment.	2 weeks	1 - 2
To deal effectively with students, staff, and public	2 weeks	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 regular custodial duties.

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

Very limited. Daily work quality is the most important aspect of the position.

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

Employee makes recommendations to the principal re: cleaning schedules, security arrangements, and supplies needed.

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 at times must follow procedures in manuals for operation of new equipment.

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 freedom to choose methods of cleaning that are effective. Performance is reviewed by daily use of facility by staff and students. In cases when upgrading is required, the principal will specify methods.

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

Mainly through verbal instruction.

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

Vacuum Cleaner - 25%
Hand Tools - 10%

8 NOTE: Attach a copy of the authorized organization chart to this form which shows the title, position number, group and level for this position and its immediate superior and any positions over which this position exercises supervisory authority, either directly or through subordinate supervisors.

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; |

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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 requests for work to be done.	METHOD OF CONTACT Person to person	FREQUENCY Periodic
Teachers and Principal Public	security and cleanliness	Person to person	Periodic

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

None are difficult if employee has basic human relations skills.

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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 requires sometimes moderately heavy physical work.