



Northwest
Territories

Feb 7 1993

Job Description

Position no. 76-8150	Position title Custodial Worker	
Department Education	Division / Region Fort Simpson	Position location Nahanni Butte, NWT
Supervisor - Position no. -8017	Supervisor - Position title Principal	Supervisor's location Nahanni Butte, N.W.T.
CLASSIFICATION USE ONLY: <i>M. Chissey / Principal / Feb 18/93</i>		

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?"

Under the supervision of the school principal maintains the building and grounds of the Charles Yohin School in Nahanni Butte in a clean and safe condition.

This is an 18 3/4 hour per week part-time position.

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. 55 Maintains a regular cleaning schedule of the school interior by:
 - sweeping, mopping and vacuuming the floors on both levels
 - dusting and washing furniture
 - mopping and disinfecting the washrooms
 - washing walls, windows, sky lights and doors
 - cleaning fluorescent light fixtures
2. 10 Maintains school exterior by:
 - clearing snow and ice from school steps and porches
 - cleaning walls, doors, steps, windows and sky lights
 - cutting or trimming vegetation
 - removing garbage from school grounds
3. 10 Performs minor repairs and maintenance work such as:
 - replacing burnt out fluorescent bulbs
 - repairing school furniture
 - maintaining flooring, curtains, carpets, railings
 - unplugging drains and toilets.

Minor Duties

Describe briefly only WHAT is done.

4. 5 - Delivers water to the school as needed for cleaning and drinking.
5. 5 - Inspects regularly the interior and exterior of the school and the school grounds and reports safety hazards, damage and maintenance work required to the principal.
6. 5 - Checks furnace oil level regularly and reports to principal if oil delivery is needed.
7. 5 - Checks to make sure that all doors and windows are locked at the end of work.
8. 5 - Advises the principal of 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 6	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.

- 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 principal, re cleaning schedules, security arrangements, evening and weekend use of the school, etc.

- 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, re operation of new equipment or implementations of new cleaning techniques.

- 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 -20%

Rug shampooer - 6%

Shop power/hand tools - 5%

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
N O N E	1001 / 1 100	

- 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 type="checkbox"/> | <input type="checkbox"/> | Assigns and reviews work on a day to day basis. |
| II | <input type="checkbox"/> | <input type="checkbox"/> | Recommends work schedules, staff allocation, etc., to immediate supervisor. |
| III | <input type="checkbox"/> | <input type="checkbox"/> | Schedules and assigns work priorities and allocates staff to activities or projects. |
| IV | <input type="checkbox"/> | <input type="checkbox"/> | Trains new employees and explains new work methods and procedures to subordinates. |
| V | <input type="checkbox"/> | <input type="checkbox"/> | Monitors adherence of subordinates to policies, regulations and procedures. |
| VI | <input type="checkbox"/> | <input type="checkbox"/> | Writes letters of warning and reprimand and recommends further disciplinary action. |
| VII | <input type="checkbox"/> | <input type="checkbox"/> | Plans, schedules and implements work programs. |
| VIII | <input type="checkbox"/> | <input type="checkbox"/> | Establishes quality and quantity standards for work. |
| IX | <input type="checkbox"/> | <input type="checkbox"/> | Exercises signing authority. Specify (eg. appraisals, leave forms)! |
| X | <input type="checkbox"/> | <input type="checkbox"/> | Recommends changes to position duties and writes job descriptions. |
| XI | <input 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
Students/Pulic	Security reasons	person to person	daily

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

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

10 F 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 work. Changing fluorescent light bulbs and cleaning sky lights requires climbing a high ladder.