



Northwest Territories

Department of Education
Job Evaluation Div
SEP 1 2 1991
Government of N.W.T.
YELLOWKNIFE, N.W.T.
X-11219

Job Description

| | | | |
|--|---|--|--|
| Position no. 96 - 0930 | Position title Custodial Worker II | Name of present employee | |
| Department Education | Division / Region Fort Simpson | Position location Fort Simpson | Position classification Fort Simpson |
| Supervisor - Position no. - 0906 | Supervisor - Position title Principal | Supervisor's name | Supervisor's location Fort Simpson |
| 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 Thomas Simpson School in clean and safe condition for use by students, staff and the public. Hours and areas of responsibility to be designated by the Principal in consultation with the incumbent.

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
 - by putting up and taking down storm windows
3. **10** Performs minor maintenance work such as replacing bolts screws in desks, hinges, etc., unplugging drains and replace fluroescent 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** Collects and deliver mail, to and from the Government Canada Post Offices

Total 100%

(USE EXTRA BLANK SHEETS IF NECESSARY)

4 Using the format below, explain the following: a) What is the minimum level of education and training required to perform these duties ? (specify certificates, licences or necessary appointments) .
b) Describe why this education and training is necessary (rationale) .
c) 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: a) Name the skills and knowledge necessary to perform these duties which must be gained through experience (knowledge of regional problems, skill in planning).
b) What is the minimum length of time required to develop each skill and knowledge ?
c) 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, ect.

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, re program 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 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 (e.g. 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 or 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 (e.g. 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 (e.g. 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% |
| Scrubber | 3% |
| Polisher | 2% |
| Rug Shampooer | 2% |
| Shop Power/Hand Tools | 2% |

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 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 (e.g. 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; |

(USE EXTRA BLANK SHEETS IF NECESSARY)

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 particular 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 considerably 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.