

Northwest Territories

Department of Personnel  
Job Evaluation Div.

OCTO 1 1991

Job Description

1 96-0947	Position title Custodial Worker	Government of the Northwest Territories Employee
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?"

The custodial Worker maintains the school in a clean and orderly fashion ready for daily use by the teachers, students, and the community.

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. 75 The Custodial Worker:
  - a) Cleans the schoolbuilding daily including:
    - i) Vacuuming carpeted areas
    - ii) Garbage Disposal
    - iii) Sweeping and Washing the linoleum floors in halls and gym
    - iv) Sanitizing the washroom areas
    - v) Dusting
  - b) Wash and polish the tiled and linoleum areas weekly
  - c) Wipe down the walls, shelves, and other storage areas regularly
  - d) Clean glass and windows
2. The Custodial Worker keeps the school entrance and walkways clear of snow and ice.
3. The Custodial Worker maintains the grassed areas of the school grounds.

Minor Duties Describe briefly only WHAT is done.

4. 25 The Custodial Worker carries out minor repairs on a day-today basis.
5. The Custodial Worker checks the levels and arranges for delivery and/or picks-up of water, oil, sewage, and garbage.
6. The Custodial Worker picks-up and delivers school mail.
7. The Custodial Worker assists in the ordering of clearing supplies.

Total 100%

NWT 2593-14/1180

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 7 or equivalent on TABE test.  No training required before hiring.	Should be able to read manuals and follow instructions for equipment and cleaning products, etc.	1,5,6, 7

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.

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 ).

1. Whether to repair a broken or malfunctioning part of the school or request D.P.W. assistance.
2. Selection of cleaning materials.

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

Could affect the tone of the school and the learning environment if the school building is not maintained in a clean and safe manner.

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

1. Recommends to the principal when to order cleaning and washroom supplies.
2. Informs principal when repairs are needed to school building and suggests method of repair or to seek professional tradesmen.

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 ).

Manuals for operation of tools and cleaning solutions.

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 ).

Principal consults with Custodial Worker about cleaning schedule and general school maintenance. Principal supervises and evaluates performance. Superintendent evaluates indirectly.

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

The scope of duties is assigned by verbal direction by principal.

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

Broom

Mop

Vacuum

Lawn mower

Polisher

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.A.	

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
D.P.W.	To discuss functioning of school physical operation	Verbal or phone contact	Daily or Weekly

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

N.A.

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 ).

The lifting of heavy school supplies or furniture.