

FACILITY OPERATOR 1 (CUSTODIAL OPERATOR)

Department: Facilities Services
Reports To: Facilities Services Manager
Supervises: Not Responsible for Supervision of Staff
Review Date: August 2023

SUMMARY OF POSITION

Under the direction of the Facilities Services Manager, the Facility Operator 1 (Custodial Operator) will perform the day-to-day cleaning and disinfecting services associated with:

- Municipal Offices-Town Hall
- MacKay Centre for Seniors
- Municipal Child Care Centre
- Huron County Library
- Goderich Fire Hall
- Goderich Tourist Information Centre
- Maitland Valley Medical Centre
- Kingston Street Washrooms
- Maitland Recreation Centre
- Memorial Arena

The Facility Operator 1 (Custodial Operator) plays an integral role in maintenance of the Town's facilities by providing safe, clean, and sanitary conditions for staff, residents, and visitors of the Town.

FUNCTIONAL RESPONSIBILITIES

- ❖ Performs the overall custodial duties in compliance with high-level, deep cleaning standards and government regulations.
- ❖ Performs specialized tasks which maintains the sanitary condition of specialized areas including swimming pools deck, washrooms, change rooms and shower facilities.
- ❖ Operates vacuum cleaner and automatic floor scrubber to remove dirt, heavy debris, and other refuse.
- ❖ Cleans windows, window frames and ledges.
- ❖ Collects and removes waste to the appropriate outdoor receptacles.
- ❖ Sweeps, mops, and scrub hallways, floors, and surrounding areas.
- ❖ Cleans and disinfects furnishings, counters, fixtures, and workstations.

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- ❖ Refills and restocks supplies including paper towels, toilet paper, and hand sanitizer and soap dispensers.
- ❖ Recognizes safety hazards and the importance of a safe environment for the public.
- ❖ Reports unsafe and unsanitary conditions.
- ❖ Reports damage to Facilities Services Manager.
- ❖ Maintains storage rooms in a clean and safe manner.
- ❖ Uses housekeeping equipment, tools, and equipment properly and safely, and maintains them in clean condition. Reports any defects and deficiencies immediately.
- ❖ Performs set-up and take downs for training, meetings, or events.
- ❖ Monitors building security and safety by performing such tasks as locking doors and activating alarm system.
- ❖ Adheres to Town and Departmental policies, procedures, and programs. Contributes to completion of department goals and objectives.
- ❖ Assists in the maintenance of a positive team environment by working cooperatively with other staff, using the appropriate processes for handling problems, helping to motivate and encourage peers, contributing ideas, and assisting others where necessary.
- ❖ Perform other related duties as assigned.

POLICY/PROCEDURE

- ❖ Not responsible for the policy and procedure development.

STRATEGIC MANAGEMENT

- ❖ Not responsible for strategic management.

EDUCATION AND QUALIFICATIONS

- ❖ Successfully completed Grade 12
- ❖ Minimum of one (1) year of experience in custodial duties considered an asset.
- ❖ Workplace Hazardous Materials Information System (WHMIS) Training
- ❖ Valid Ontario Driver's Licence.
- ❖ Satisfactory Criminal Records Check (CRC)

KNOWLEDGE AND SKILLS

- ❖ Knowledge of hygienic cleaning practices and proper cleaning techniques as per industry standards.
- ❖ Good organizational and time management skills with an ability to complete a high volume of work with accuracy and within prescribed deadlines in a fast-paced environment with flexibility to changing priorities.
- ❖ Manual dexterity required to operate tools and equipment.
- ❖ Ability to work various shifts.

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- ❖ Ability to transport and physically handle equipment, chemicals, and other materials necessary for the successful operation of the facilities department.
- ❖ Ability to perform physical work (lifting (up to 25 lbs), sitting, walking, standing, bending, pushing, pulling, reaching, carrying),
- ❖ Ability to multi-task in a busy/high paced work environment and will be exposed to environmental noise.
- ❖ Ability to demonstrate tact and discretion in handling matters of a confidential or politically sensitive nature.
- ❖ Ability to think and act strategically and appropriately in a political and community service environment.
- ❖ Ability to work independently with minimal supervision and in a team environment.

PERSONAL CONTACTS

Communicates with internal and external individuals.

- ❖ Internally, this includes:
 - CAO, Senior Leadership Team Directors and Managers, municipal employees, and members of Council
- ❖ Externally, this includes:
 - The public

HEALTH AND SAFETY

- ❖ Ensure that Occupational Health & Safety Act, the Town of Goderich Health and Safety Program, and other provincial legislation and regulations are strictly observed and followed.
- ❖ The Town will provide the necessary safety equipment for this position.

WORKING CONDITIONS

Work occurs in an indoor environment with a regular public contact. This position requires periods of standing, walking, bending, as well as consistent physical exertion, visual and mental concentration while perform duties. Hours of work are scheduled based on the operational needs of various locations with the majority of hours outside of facility operating hours. Rarely required to work overtime. Work involves exposure to dangerous/hazardous/biohazard materials and environment. Occasional exposure to unpleasant or irate people.

NOTE TO READER: This job description is intended to relay information that describes the general responsibilities, tasks and processes involved in performing the duties of this job. It is not intended to be a comprehensive list of tasks or a detailed step-by-step job manual. The information provided will indicate the general skills, effort, responsibility, and working conditions expected in the role.