

Job Information

Job title	Building Service Worker I	Job Code: BSW1	Pay Grade: A
Title of immediate supervisor	Building Service Worker I- Supervisor		
Department/Division	Engineering and Parks & Recreation		
Prepared by	N. Pallan		
Date Created	April 15, 2015	Revised date	July 25, 2018

Job Purpose

Performs custodial care, cleaning and daily maintenance of municipal buildings and facilities. Requires sound knowledge of custodial and maintenance procedures and experience with up-to-date cleaning methods, minor building and equipment repair, and the use, care and upkeep of the materials and equipment used.

Duties and Responsibilities

- Performs the set-up, clean up and take down tasks in compliance with program and event requirements.
- Sweeps, dust mops, wet mops, vacuums, washes windows and walls.
- Strips, seals, waxes and polishes floors.
- Performs preventative maintenance duties on HVAC and other mechanical systems as required.
- Monitors / makes minor adjustments to building environmental control system on supervisors' approval.
- Maintains records of equipment operation and maintenance
- Performs minor building and equipment repairs as assigned.
- Cleans washrooms/changerooms, replenishes supplies and ensures that proper disinfectants and cleaning methods have been used.
- Secures the building (locks doors, windows, sets alarms, etc.).
- Replaces light globes, fluorescent tubes and cleans lighting fixtures.
- Moves furniture and equipment.
- Assists in training seasonal and auxiliary employees.
- Performs other related duties as required.

Qualifications

- Grade 11 or equivalent.
- Building Service Worker Level 1.
- Hard floor and carpet care certification as required
- Three months related experience.
- WHMIS certification valid within 1 year.
- Occupation First Aid Level I as required.
- Ice Facility Operators Certificate (IFO) as required
- An equivalent combination of education and experience may be considered.
- Satisfactory Police Information Check.

Physical Requirements

Sufficient physical strength to perform the work and stamina to work varying shifts.

Working Conditions

Works in a recreational and/or municipal setting.