



POSITION DESCRIPTION
BUILDING MAINTENANCE WORKER-GENERAL
Broadmead Care Society

POSITION TITLE:	BUILDING MAINTENANCE WORKER-GENERAL	POSITION NUMBER(S):	Various
DIVISION: (e.g., Division, Region, Department)	Environmental Services Department		
UNIT: (e.g., Branch, Area, District)		LOCATION:	Victoria
APPROVED CLASSIFICATION	Building Maintenance Worker	CLASS CODE	R 06
SUPERVISOR'S TITLE:	Supervisor, Environmental Services	POSITION NUMBER	00044591
SUPERVISOR'S CLASSIFICATION:	Building Maintenance Worker R13	PHONE NUMBER:	

PURPOSE OF POSITION

Under supervision, carries out cleaning and maintenance duties throughout the Lodge primarily of a more physically-demanding nature or requiring the use of a variety of machines and equipment.

SPECIFIC ACCOUNTABILITIES / DELIVERABLES

1. Carries out cleaning and maintenance duties throughout the Lodge such as:

- sweeping, dry and wet mopping floors and stairs;
- scrubbing, stripping, waxing, buffing, and burnishing floors;
- shampooing carpets and furniture;
- carrying out the heavier plugging of clogged toilets and drains;
- washing the interior and exterior of windows;
- washing walls, ceilings, stairwells, and elevators;
- sweeping outside walkways and patios;
- picking up garbage, cigarette butts, etc., from perimeter grounds and interior courtyards;
- cleaning furniture;
- shovelling snow from outside walkways and applying salt;
- moving furniture and equipment within the Lodge;
- collecting and disposing of garbage and materials for recycling;
- carrying out routing, preventative maintenance on departmental equipment;
- high dusting;
- vacuuming vents;
- carrying out the lighter cleaning and maintenance duties associated with the Building Maintenance Worker 1 level.

2. Carries out other related duties such as:

- reporting damaged or defective furniture and equipment, and any safety hazards;
- mixing and dispensing chemicals to replenish supplies as necessary.

Note: *The incumbents of these positions may be designated to act as the Lodge Fire Warden or Security Officer for their particular shifts.*

DIRECT SUPERVISION (i.e., responsibility for signing the employee appraisal form)

Role	# of Regular FTE's	# of Auxiliary FTE's
Directly supervises staff	0	0
Supervises staff through subordinate supervisors		

PROJECT /TEAM LEADERSHIP OR TRAINING (Check the appropriate boxes)

Role	# of FTE's	Role	# of FTE's
Supervises students or volunteers <input type="checkbox"/>		Provides formal training to other staff <input type="checkbox"/>	
Lead project teams <input type="checkbox"/>		Assigns, monitors and examines the work of staff <input type="checkbox"/>	

PREPARED BY

NAME:	DATE:	
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EXCLUDED MANAGER AUTHORIZATION

<p>I confirm that:</p> <ol style="list-style-type: none"> 1. the accountabilities / deliverables were assigned to this position effective: 2. the information in this position description reflects the actual work performed. 3. a copy has / will be provided to the incumbent(s). 		
NAME:	SIGNATURE:	DATE:

ORGANIZATION CHART

SELECTION CRITERIA

<p>Completion of Grade 10 or equivalent; preferably completion of a vocational school course in janitorial services; a good knowledge of cleaning procedures; two years' directly related experience; knowledge of WHMIS and MSD sheets; ability to operate the various cleaning machinery and equipment associated with the job such as orbital scrubbers and polishers, scrubbing machines, carpet extractors, wet and dry vacuums, dollies, forklifts, ladders, and carts; ability to meet the physical requirements of the job including heavy lifting, and prolonged standing and walking; ability to interact effectively with co-workers, other staff, and elderly residents; ability to follow instructions.</p>
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