

MUNICIPALITY OF WEST PERTH JOB DESCRIPTION

POSITION TITLE	Custodian	
Department	Community Services	
Reports to (Title)	Director of Community Services	
Job Description last updated on (Date)	September 6, 2024	

POSITION DETAILS	
Position Status (full-time/part-time/seasonal)	Part Time – 30 hrs/week
Pay Method (salary/hourly)	Hourly
Normal Workweek (# of hours)	30
Overtime Status (Paid/unpaid/rate/after x# hours)	As per Personnel Policy
Benefits:	OMERS? * YES / NO Group Benefits? YES / NO

GENERAL DESCRIPTION (OVERVIEW) OF POSITION	
1.	Scope of position (3-4 sentences maximum)
Responsible for cleaning of municipal facilities including the Municipal Administration Office, OPP Office, Fire Hall, Library, Dublin Hall and Operations Department..	
2.	Key Responsibilities (at least six – list in order of priority)
<ul style="list-style-type: none"> • Clean offices, washrooms, floors and windows, kitchen areas, common areas. • Clean meeting rooms after meetings • Return tables and chairs as required • Replace washroom and kitchen supplies • Report any problems, maintenance or safety concerns to the Director of Community Services. • Other job related duties as assigned by the Director of Community Services. 	

SECTION A: SKILLS

1.	Knowledge	
a)	Education – minimum education required (eg: High School, College Diploma, University Degree, Certificate, etc)	
	High school graduation or equivalent.	
b)	Formal Training (designation (s) or certification (s)) required:	
	WHMIS, Criminal Check from Ontario Provincial Police, a valid Ontario Driver's License	
c)	Experience - Minimum number of years of related work experience necessary to achieve proficiency on the job. Circle one of the following:	
	Minimum one-year experience in a custodial/maintenance position.	
d)	Other key skills necessary to achieve proficiency on the job. Examples: time management, organizational skills, leadership, computer knowledge, knowledge of local by-laws, knowledge of municipal statute, knowledge of Ontario Statute, certain licenses, ability to handle certain equipment, dexterity with hands,	
	Organizational Skills	Attention to detail
	Competent	Knowledge of cleaning products
	Initiative	Knowledge of cleaning equipment
	Ability to work independently with minimum supervision	Focus on customer service

2.	Decision Making – judgment, problem solving, creativity, initiative and analysis. Describe the following:	
	<ul style="list-style-type: none"> • Most decisions are of a routine nature (supplies to order, maintenance or safety issues) • Alternative solutions are minimal. • Unusual or complex decisions are referred to the Director of Community Services. • Works mostly without supervision. • Does not make decisions on behalf the department. • May make suggestions regarding policy development as related to the Custodial position. • 	

3.	Communication – written, verbal and interpersonal	
a)	Internal contacts (council, managers, non management staff)	
	Verbal with staff Facility renters/users	

b)	External Contacts (general public, suppliers, government, professionals, boards, etc)
	<ul style="list-style-type: none"> Occasional contact with general public Maintenance contractors
	<ul style="list-style-type: none"> Usually works without interaction with others. Informal, verbal (occasional). Information communicated is typically uncomplicated. Does not communicate on behalf of the municipality at functions. All employees are expected to present a professional image and appropriately represent the Municipality.

SECTION B: EFFORT

1.	Mental Effort – concentration and attention, complexity and analysis required and mental fatigue.
	Minimal amount of mental fatigue.

2.	Physical & Manual Effort, manual dexterity, complexity, volume of work, sensory requirements, and physical fatigue.
	Medium amount of physical fatigue. Repetitive tasks. Manual dexterity required for handling small tools and equipment.

SECTION C: RESPONSIBILITY

1.	Program Delivery: contact with the public, public relations, accountability, accuracy, consequence of errors, degree of independence in development/evaluation of programs/services, responsibility for policies and procedures, responsibility for planning
	<p>Assists or supports delivery of programs/services within established guidelines. Responsible for ensuring clean facilities, contributing to the smooth operation of facilities and municipality. Some contact with the public Provides input into the development and evaluation of programs/services.</p>
2.	Human Resources: personnel policies and procedures, supervision, health and safety, training
	<p>No direct reports to this position No supervision/coordination of the work of other employees. Does not provide informal training/instruction to other employees. No responsibility for hiring, discipline, motivation, training, performance review, etc. No involvement with HR functions for municipality including overall policies, procedures, personnel files, etc.</p>
3.	Material & information resources – equipment, property, data records and software, confidentiality
	<p>Responsibility for storage and maintenance of cleaning supplies, office equipment and cleaning equipment. Provides input into purchasing decisions related to custodial duties. Not responsible for policies and procedures relating to material & information resources.</p>
4.	Financial Resources – budgets, treasury, accounting and confidentiality
	<p>Little or no involvement with financial matters No spending authority – all supplies and equipment are purchased by facilities supervisor.</p>

SECTION D: WORKING CONDITIONS

1.	Physical surroundings and hazards
	<p>Minimal exposure to hazards. Minimal risk of Injury</p>

2.	Mental Environment – interruptions, dealing with public, deadlines, control of work schedule, monotony, social disruption
Very few interruptions Some contact with the public Some deadlines Occasional shifts on weekends	

SECTION E: APPROVAL

Supervisor Approval	
I have reviewed the above job description and agree it is accurate and complete.	
Supervisor Name	
Supervisor Signature	
Date	

Next Level of Supervision (If applicable)	
I have reviewed the above job description and agree it is accurate and complete.	
Supervisor Name	
Supervisor Signature	
Date	

Employee Approval	
I have reviewed the above job description and agree it is accurate and complete.	
Name	
Signature	
Date	