

RDCO Job Description



Position Title: Facilities Custodian
Reports To: Manager of Corporate Services

Division: Corporate Services
Date: November 7, 2019

Job Purpose/Summary:

The Facilities Custodian is responsible for cleaning and maintaining the Administration Office of the Regional District of Central Okanagan. As this position works afternoons/evenings, incumbent must be comfortable primarily working alone.

Principal Accountabilities:

Assist with :

1. Assists in the development of a rotating maintenance schedule.
2. Maintenance and custodial duties on a daily basis according to a rotating schedule. The position is accountable for ensuring a clean and safe environment.
3. Schedule and complete work to minimize disruption to staff.
4. Inspection of building to identify and complete minor repairs, installations and maintenance. Schedule contracted services to complete:
 - Repairs to desks and other furniture
 - Drywall and paint repairs
 - Replace burned out interior and exterior lighting
 - Minor door hardware, electrical, plumbing and HVAC issues
5. Complete minor building changes such as:
 - Mount whiteboards, corkboards or other items
 - Secure furniture or other items to walls
6. Moving of office furniture, equipment and files.
7. Recommend maintenance and repair options.
8. Research, recommend, order and pick-up supplies.
9. Available for emergency callouts to resolve issue:
 - water line breaks, etc., arrange contracted services
 - respond to security alarm, coordinate with security company
10. Routine testing, inspection and confirmation of proper functioning of building systems such as fire alarm, emergency lighting, exterior lighting.
11. Other duties as assigned.

Reporting Relationships:

Direct Reports:

Knowledge, Skills & Experience

Educational Background Required:

- Minimum Grade 12
- Custodial certification or equivalent related experience.
- WHMIS
- Valid BC Driver's Licence

Skills Required:

- Independent decision making
- Communicate in a professional and tactful manner
- Establish and maintain good working relationships
- Work with minimal supervision

Experience Required:

- Working knowledge of skills related to building trades.
- Microsoft Outlook
- Working in a professional office environment is preferred.

Working Conditions:

- **Physical Effort:** physical work.
- **Physical Environment:** Regular exposure to cleaning chemicals, garbage, bathroom; occasional exposure to paint fumes and other potentially noxious maintenance chemicals.
- **Mental Stress:** Some exposure to unpleasant cleaning and/or maintenance requirements. Working alone with panic device.
- **Sensory Attention:** Routine need to detect hazardous and maintenance issues.