

EMPLOYMENT OPPORTUNITY – CUSTODIAN/PROPERTY MAINTENANCE TOWNSHIP OF MCKELLAR

The Township of McKellar is seeking an experienced Custodian/Property Management person to help maintain our facilities. Our ideal candidate has a background in cleaning and grounds keeping, enjoys working in a fast-paced environment with a variety of cleaning duties, and is capable of working independently without supervision. We are seeking hardworking, responsible and team-oriented individuals who take pride in their work.

Responsibilities will include cleaning and maintenance of the Municipal Offices, Council Chambers, Library, Community Centre (including kitchen), Youth Room, and the Post Office/Heritage Room Vestibule.

The ideal candidate will possess a high school diploma and will have experience in custodial services, building maintenance, and Health and Safety awareness. The full job description and list of qualifications can be viewed at:

<https://www.mckellar.ca/en/township-services/job-postings.aspx>

The position is permanent part-time position of thirty hours a week at a salary rate range of \$20.00 - \$25.00 per hour plus health benefits and pension. **The position will require some day, evening and weekend shifts through a flexible schedule.**

Please submit your resume with covering letter before 4:00 p.m. on Wednesday, April 10, 2024, identified as "Custodial/Property Maintenance Position" to:

**The Township of McKellar
701 Hwy 124, P.O. Box 69
McKellar, Ontario P0G 1G0**

**Or by email at clerk@mckellar.ca
or deputyclerk@mckellar.ca**

Only those who may be selected for an interview will be contacted. In accordance with the Ontario Human Rights Code and Accessibility for Ontarians with Disabilities Act, please advise us of any accessibility needs required through the process. Personal information provided by the applicants is collected under the authority of the Municipal Act, 2001 and will be used for candidate selection only.

Job Type: Permanent Part-time

Salary Range: \$20.00 - \$25.00 per hour

Expected Hours: No less than 30 hours per week.

POSITION DESCRIPTION

JOB TITLE: Custodian/Property Maintenance	REVISION DATE: March 2024
REPORTS TO: Director of Operations	STATUS: Permanent Part Time – 30 hrs.
DEPARTMENT: Public Works	TYPE: New

PURPOSE OF POSITION

Under the direction of the Director of Operations, the Custodian/Property Maintenance Person provides the overall cleaning of the Municipal Office/Community Centre Complex and grounds.

RESPONSIBILITIES AND DUTIES

The cleaning and maintenance of the Municipal Office/Community Centre Complex, including the Municipal Library, Youth Room and Post Office/Heritage Room Vestibule. Though not intended to be all-inclusive, the **"Key Responsibilities"** represent a sample of the duties to be performed by the custodian/property maintenance person

Key Responsibilities:

CUSTODIAL

- Keeps the building clean and in an orderly condition
- Performs routine maintenance activities
- Performs heavy cleaning duties
- Sweeps, mops, scrubs or vacuums floors
- Scrubs, sanitizes and supplies restroom facilities
- Dusts furniture, walls and equipment
- Cleans windows, mirrors, and partitions with soap and/or other cleansers
- Mixes cleaning solutions and chemicals in containers in preparation for cleaning, according to instructions
- Follows procedures for the use of chemical cleaners and power machinery to prevent damage to floors and fixtures
- Cleans and polishes fixtures and furniture
- Manages the inventory of cleaning supplies. Notifies the Director of Operations regarding the need for repairs or additions to building operating systems
- Maintains the cleanliness of the Community Centre Kitchen and equipment that meets or exceeds the requirements of the Health Unit
- Maintains safety and security standards for the Municipal Building Complex.

GENERAL MAINTENANCE

- Responsible for the minor repairs and maintenance (painting, minor plumbing, basic mechanical/electrical, drywall doors, and locks)
- Perform inspections, ensuring that cleaning and preventative maintenance service is done on a scheduled basis to various building components
- Perform checks, inspections and testing of equipment and facilities as required by the McKellar Township Fire Safety Plan

- Maintain records of maintenance performed
- Knowledge of building operating systems including heating/air conditioning system, water treatment, electrical, fire control, safety and energy management
- Knowledge of all corporation and relevant government policies regarding maintenance requirements and all other applicable legislation (WHIMIS, OHSAA etc.)
- Ensuring all work is conducted safely and in accordance with the Occupational Health and Safety Act
- Prepare ongoing and annual inspection reports
- Monitor the performance of service contractors and assist with entry to areas of the building
- Maintain required inventory of supplies
- See the work environment as a team environment (be prepared to help where necessary)
- Respond to emergencies as they occur

WASTE MANAGEMENT

- Collection of waste and recycling daily
- Cleaning and disinfecting waste and recycling receptacles to reduce odor and prevent vermin
- Proper sorting and disposal of recyclables as per municipal waste disposal requirements

YARD MAINTENANCE

- Snow removal, sanding and/or salting at all entrances, exits and sidewalks
- Maintaining a cleanliness of building entrances, swept and cobwebs removed
- Grass cutting and trimming as needed
- Armstrong Lake Beach cleaned and raked, removal of goose droppings
- Additional duties as assigned by the Director of Operations

EDUCATION

- High school diploma or equivalent
- Basic math skills
- High school courses in shop may be preferred for jobs involving repair work

QUALIFICATIONS/SKILLS

- Knowledge of standard cleaning methods and procedures
- Ability to stand, walk and bend for many hours
- Ability to perform repetitive motion for long periods of time
- Experience with using cleaning equipment, including vacuum cleaners, floor buffers and cleaning solutions
- Background in handling, mixing and using cleaning chemicals
- Knowledge of occupational hazards safety rules
- Communication skills
- Ability to lift heavy objects (weight – up to 50 lbs.), climb ladders and work at particular heights