

CITY OF HAMILTON

COMMUNITY SERVICES DEPARTMENT (CULTURE & RECREATION DEPARTMENT-FACILITY OPS – LOCATION – SACKVILLE HILL CENTRE)

CARETAKER – CUPE 5167

The Community Services Department is committed to its people and is dedicated to building a strong and healthy community. We are passionate about making a difference and are recognized for our excellence. We offer a respectful and supportive workplace that provides life-long learning opportunities, leadership, innovation and performance excellence.

We are looking for high performing public servants who are interested in experiencing a challenging, rewarding, enjoyable, and fulfilling career. The successful candidate will demonstrate an ability to provide excellent client service in a respectful, courageous, empathetic, just and ethical manner. Your ability to set and achieve personal goals, professional goals and contribute to the goals of the organization will result in high job satisfaction.

SUMMARY OF DUTIES

Reports to the Facility Supervisor, Technical Services. Perform general maintenance and cleaning duties, perform pool shut-down duties.

GENERAL DUTIES

Strips, machine washes, spray waxes and buffs floors.

Sweeps and mops floors; sets-up safety signs.

Vacuums and steam cleans carpets.

Empties waste paper baskets and ashtrays; disposes of garbage.

Washes and disinfects walls and doors; cleans windows, stairwells and light fixtures.

Replaces light bulbs.

Performs minor maintenance repairs such as replacing electrical plugs on extension cords.

Maintains building security after hours.

Dusts furniture, window ledges, ceilings, lockers and cabinets.

Cleans washrooms, toilets, urinals, sinks, counters, mirrors and paper towel dispensers with cleansers and chemicals.

Moves furniture; sets-up chairs, tables and piano for special events.

Operates pressure washer to perform cleaning duties.

Shovels snow from sidewalks, pathways and entrances.

Replenishes washroom disposables.

Operates tools and equipment such as hand and power tools, floor cleaning machine, buffer, steam cleaner, rug shampooer, wet/dry vac, and power pressure washer.

Performs preventative maintenance on equipment such as back flushing vacuum and replacing belts, bags and filters.

Performs other duties as assigned which are directly related to the major responsibilities of the job.

QUALIFICATIONS

1. Previous experience related to duties listed above normally acquired through a combination of education and relevant work experience.
2. Must have the ability to read and understand written and verbal instructions for the operation of simple equipment.
3. Knowledge of cleaning methods, materials and equipment.
4. Working knowledge of the Ontario Occupational Health & Safety Act together with working knowledge of WHMIS data sheets relating to cleaning products.
5. Demonstrated ability to operate cleaning equipment such as floor polishers.