

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

(CORPORATE ASSETS & STRATEGIC PLANNING VISION – FACILITIES MANAGEMENT AND CAPITAL PROGRAMS - LOCATION – 71 Main St West)

CARETAKER - CUPE 5167

SUMMARY OF DUTIES

Reports to the Facilities Supervisor and works directly with the Building Maintenance Coordinator. Provides general cleaning services to various departments throughout City Hall and other buildings within the jurisdiction of the division, within the hours of 3:30 PM to 11:45 PM.

GENERAL DUTIES

Dusts, mops/sweeps and damp mops floors. Sprays waxes and buffs floors with buffing machine.

Dusts and/or wipes clean desks, tables, counter tops, cabinets, window ledges, chairs, telephones, screen dividers and computer equipment. Dusts all high areas (pictures, plaques, vents and louvers, blinds etc.).

Washes metal desks and polishes wooden desks.

Empties waste paper baskets, disposes of garbage. Installs new liner when required.

Cleans washrooms, toilets, urinals, sinks, counters, mirrors, paper towel dispensers etc.

Replaces paper towels, toilet tissue and soap in dispensers as required and brings supplies to work areas.

Vacuums carpets, runners and upholstered furniture. Spot cleans when necessary.

Removes fingerprints from walls and doors.

Cleans and polishes elevator doors.

Cleans stairwells.

Cleans sinks and counters in kitchens (including appliances) and meeting rooms

Cleans drinking fountains.

Cleans glass doors and partitions.

Locks office doors.

Keeps janitor room and equipment clean and tidy.

Reports any building deficiencies (lights out, leaking taps etc.).

Reviews and understand M.S.D. S (Material Safety Data Sheets)

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

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.
2. Previous cleaning experience with working knowledge of cleaning methods, materials and equipment.
3. Should have knowledge of W.H.M.I.S. (Workplace Hazardous Materials Information System) certification or must obtain up accepting the position.
4. Have the ability to read and clearly understand written and verbal instructions for the safe operation of simple equipment such as buffing machine and a vacuum and handling of cleaning chemicals.
5. Basic mathematical knowledge, to safely mix cleaning agents/chemicals
6. Understanding of M.S.D.S (Workplace Hazardous Materials Information System)