

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT (CORPORATE BUILDINGS & REAL ESTATE)

CITY HALL CARETAKER - CUPE 5167 SUMMARY OF DUTIES

Reports to the Facilities Management Supervisor and works directly with the Building Maintenance Coordinator and/or Supervisor. Provides cleaning and maintenance services. Hours are Monday – Friday but shifts will fluctuate between days and afternoons. May be required to work some weekends and/or statutory holidays. Home base is Hamilton City Hall but will support Downtown Core locations.

GENERAL DUTIES

Maintain inventory of cleaning supplies, equipment, lights and flags.

Operate tools and equipment such as vacuums, floor machines, power washer, shampooer, leaf blower and other power tools.

Perform preventative maintenance on equipment such as vacuums, shampooers and floor scrubbing machines and replacing belts, bags and filters.

Dust, mop, sweeps, wash, scrubs, strips, buffs, seals and wax floors.

Spray, wax and buff floors with buffing machine/scrubber etc.

Set-up and troubleshoot audio equipment, in Council Chambers and various meeting rooms.

Set-up and supply equipment/tables/chairs/podiums/etc. for special events, parades, ceremonies, protests, etc.

Inspect and maintain fire extinguishers and hoses. Maintain inventory.

Assist and lead in the evacuation of City Hall in emergency situations such as fire and bomb threats.

Operate facility van for delivery and pick-up of supplies, parts, furniture, equipment etc.

Install and/or hang keyboards, pictures, certificates, bulletin boards, diplomas, etc.

Maintain the governed flag protocol and change flags, using fall arrest/personal protective equipment.

Operation of ice making machine and automatic dishwasher.

Vacuum and shampoo carpets and runners.

Collect and dispose of garbage, recycling and compost.

Clean and disinfect washroom toilets, urinals, sinks, counters, mirrors, stalls, showers and dispensers.

Replenish paper towels, toilet tissue, hand soap and other supplies as required.

Clean, fill, treat and maintain fountains.

Dust furniture, cabinets, ledges, shelves, etc.

Replace light bulbs and clean lenses.

Clean glass doors and partitions.

Clean stairwells, walls, handrails and elevators.

Move furniture; i.e. desks, chairs, filing cabinets, shelves etc.

Replace and repair carpet tiles.

Receive supplies at loading dock and stock supplies/inventory as required.

Plunge toilets/sinks, change batteries in toilets/sinks, minor plumbing.

Salt and remove snow and debris from entrances, stairs and forecourt.

Report any building deficiencies to the Building Maintenance Co-ordinator and/or Facilities Management Supervisor and/or issue a work order through Archibus.

Open and close work orders through Archibus.

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

QUALIFICATIONS

1. Previous experience related to all duties; in a similar setting listed above; including but not limited to dusting, mopping, stripping/waxing/buffing floors, cleaning windows, vacuuming/shampooing carpets, waste/recycling removal, cleaning fountains, sanitizing, hanging pictures/signs, changing lightbulbs, changing batteries, meeting room set-ups, small repairs, patching/painting, basic plumbing (i.e. plunging), receiving/stocking supplies, move/relocate furniture, open and close work orders for assigned work
2. Knowledge of W.H.M.I.S. (Workplace Hazardous Materials Information System) certification or must successfully obtain within 3 months of obtaining the position.
3. Knowledge of M.S.D.S (Material Safety Data Sheet)
4. Have the ability to read and clearly understand written and verbal instructions for the safe operation of equipment; such as, buffing machine, vacuum, cleaning agents, work orders etc.
5. Demonstrated ability to operate and maintain maintenance equipment and tools; including but not limited to: drills, screwdrivers, wrenches, leaf blower, hammers, levels, bolt cutters, floor machine, buffer.
6. Basic mathematical knowledge, to safely mix cleaning agents and measuring for maintenance work being performed.
7. Able to lift up to 50lbs, as required
8. Able to work at heights using fall arrest equipment
9. Class G licence, with a clear abstract

10. Archibus will be considered an asset.