

# CITY OF HAMILTON

## PUBLIC WORKS DEPARTMENT ENERGY, FLEET & FACILITIES MANAGEMENT - LOCATION – Multiple)

### SITE MAINTENANCE / CARETAKER - CUPE 5167

#### SUMMARY OF DUTIES

Reports to the Facilities Management Supervisor and works directly with the City Hall and/or Stadium Building Maintenance Coordinator and/or Supervisor. Provides general cleaning and maintenance services. Seven day operation to cover maintenance operations, varying shift, to cover vacation and/or illness and/or events. Will need to provide coverage at multiple locations. Work in inclement weather as required.

#### GENERAL DUTIES

Handyperson tasks; such as but not limited to; hang pictures, whiteboards, change batteries, change carpet tiles, adjust door closures, replace ceiling tiles, minor plumbing, minor grounds maintenance (winter/summer), moving furniture, painting, general maintenance, etc.

Provides Audio Visual (AV) support; provide cables and technical support to clients as it pertains to A/V; as well as trouble shooting AV issues while meetings are in progress (i.e. Council Meetings).

Place and remove field equipment (i.e Football Uprights, Corner Markers, Soccer nets, etc).

Ensure full circle check of sidewalks, gardens, and parking lots are free from health & safety hazards, litter and any other obstructions.

Work on decorative fountains/pools, including chlorinating/PH, pump maintenance, equipment maintenance

Performs turf maintenance- grooming of field.

Performs graffiti management.

Backpack blowing while climbing stairs

Wildlife control (i.e. birds, squirrels, bats cats, raccoons).

Pressure washes (high power-fire hose) stands, walls, loading dock etc .

Inventories Life-saving equipment (i.e. AED, Fire Extinguishers, Epipens).

Dusts, mops, sweeps and washes 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. Dust/wipe/vacuum all high areas (pictures, plaques, vents and louvers, blinds etc.).

Cleans drinking fountains and water filling stations, as required.

Empties, picks-up and disposes of all waste, organics and recycling.

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/shampoos carpets, runners and upholstered furniture. Spot cleans when necessary.

Set up meetings and special events, including but not limited to audio-visual, furniture, water, glasses, etc; ensuring S.E.A.T Guidelines are maintained as well as Municipal protocols

Reconfigure furniture as required according to corporate guidelines and standards.

Assist with maintaining flag protocol using Working at Heights equipment (certified or must attain)

Change various bulb types and to identify ballast replacements

Use automatic dishwasher and/or small appliances.

Assists & provides direction to part-time staff on their duties/general safety/technology

Interacts with internal and external clients.

Clears snow and salt entrances and/or walkways.

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 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. Knowledge of biohazard cleanup
5. Able to physically climb 100 flights of stairs, while wearing maintenance equipment
6. Knowledge of Building Automation (i.e. HVAC, lighting)
7. Capable of safely using hand & power tools
8. Strong customer service, public relations and conflict resolution skills to deal with internal/external clients
9. 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.
10. Basic mathematical knowledge, to safely mix chemicals (i.e. cleaning agents, fountain chemicals)
11. Able to lift up to 50lbs, as required
12. Must possess and maintain a Class "G" Driver's License valid in the Province of Ontario and a point-free driving record and or record found to be satisfactory to the City of Hamilton.
13. Archibus software knowledge is an asset.

14. Demonstrated ability to operate maintenance equipment and tools; including but not limited to: drills, screwdrivers, wrenches, leaf blowers, hammers, levels, bolt cutters, floor machines, buffers
15. Working at Heights training (certified or must attain)
16. Must be able to work in inclement weather ( ie: snow, rain, heat)

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