

JOB DESCRIPTION

Position	Caretaker
Portfolio	Facilities
Reports To	Manager of Caretaking Services
Location	All Prairie Valley School Division building sites
Salary Range	Conditions of Employment or CUPE Caretaker grid

JOB PURPOSE

The caretaker is responsible for providing a safe, clean and healthy environment for students, staff and the public and overseeing day to day building operations, working as part of both the school-specific and Division-wide Facilities teams.

PRIMARY RESPONSIBILITIES

- Proactively and thoroughly complete daily, weekly, monthly and annual cleaning, maintenance routines and grounds work as described in the Caretaker Manual and as required by the Facilities department, meeting established standards.
- Conduct required checks of HVAC equipment, facilities, grounds and equipment and all required documentation independently and accurately.
- Work cooperatively with the school-based administrator and staff to support school and community events and activities.
- Maintain adequate supplies of cleaning and paper products.
- Carry out daily facility security requirements and respond to security alarms and emergency situations.
- Complete minor maintenance and repairs, both independently and in consultation with Facility Maintenance Technicians, and proactively raise any building related concerns with the school-based administrator and/or Facilities managers.
- Responsibilities may be reviewed and assigned from time to time by the direct supervisor.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge and ability to safely monitor and reset a boiler and associated+ HVAC system.
- Ability to safely operate floor cleaning, stripping and waxing equipment and outdoor equipment such as snow blowers and lawnmowers
- Ability to perform basic building maintenance and repair functions

COMPETENCIES

- Quality Orientation – Completes tasks keeping in mind all aspects involved regardless of magnitude, checking tasks and processes while having attention to detail.

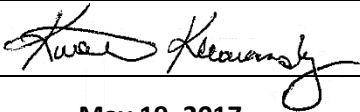
<ul style="list-style-type: none"> • Time Management and Organization – Maximizes time in order to accomplish as many tasks as possible in a timely manner keeping in mind prioritizing tasks as needed. Setting out goals and objectives as well as the work plans required to complete them. • Service Orientation – Giving superior service to both internal and external clients by displaying professional and respectful behaviour in all interactions. Demonstrates commitment to clients by providing timely and proactive service. • Accountability – Takes personal ownership and responsibility for the quality and timeliness of work commitments. Follows organizational guidelines, professional standards, regulations and principles. Demonstrates reliability and integrity on a daily basis. • Communication – Clearly convey information to a variety of audiences using the tools necessary, engaging the audience to ensure the message is delivered and understood, creating a positive first impression with confidence and respect. • Confidentiality – Prairie Valley School Division employees are expected to respect the confidential nature of their positions and shall keep confidential any and all information they acquire during the course of their employment that would be reasonably considered to be personal or confidential.
<p>QUALIFICATIONS</p> <ul style="list-style-type: none"> • Grade 12 diploma or equivalent • WHMIS training is an asset • Fireman’s Certificate is an asset • Minimum 3 years caretaking experience
<p>WORKING CONDITIONS</p> <ul style="list-style-type: none"> • 40 hours per week, 12 months per year • Conditions of Employment or CUPE 5252 Agreement • Ability to perform physical labour, including lifting heavy objects, moving furniture
<p>DIRECT REPORTS</p> <p>N/A</p>



Approved by:

Supervisor Name: Kristine Klovansky

Supervisor Title: Manager of Caretaking Services

Signature: 

Date: May 19, 2017

Deputy Director Reviewed 

Last Updated: May 2017