

<b>POSITION TITLE:</b>	Building Maintenance	<b>DEPT./DIV.</b>	Administration and Finance
<b>REPORTS TO:</b>	Director, Administration & Finance	<b>BRANCH:</b>	Facilities
<b>GRADE LEVEL:</b>	C	<b>LOCATION:</b>	Headquarters Firearms Facility and Drug Unit at P.R.C.
<b>ASSOCIATION:</b>	Civilian	<b>DATE UPDATED:</b>	July 2008
		<b>HOURS OF WORK:</b>	35 hr./wk. Rotating Day/Afternoon Shifts; includes weekends

**GENERAL PURPOSE:**

To clean and maintain Waterloo Regional Police Service buildings and facilities.

**MAJOR RESPONSIBILITIES:**

Cleans public and staff washrooms and staff locker rooms on a daily basis. Cleans fixtures; scrubs showers and saunas; and dry and damp mops floors.

Cleans office areas and public areas, including the cafeteria, on a daily basis. Dry mops or damp mops floors; buffs floors and vacuums floors; sweeps stairwells; scrubs stairwells minimum daily in wet weather; minimum once weekly in dry weather; dusts; and cleans tables, chairs and desks. Ensures signs are placed on wet floors when mopping and removed when dry.

Replaces burned-out light bulbs and tubes. Dry mops or vacuums gun range at firearms facility after each use. Replaces flags outside of Headquarters and Children's Safety Village as needed, and shovels snow and spreads salt as needed. May travels to other Divisions and Courts to perform work as directed.

On a minimum monthly basis or as directed otherwise, polishes furniture; dusts in high places; sprays wax and buffs floors; and shampoos carpets.

Washes inside windows on a minimum six months basis or as directed otherwise. Periodically cleans lights and diffusers; washes walls; strips and waxes floors; and washes down outside entrance ways.

Cleans identification and seized property rooms, gun range and building air systems and filters.

Picks up garbage and recyclables, confidential paper for disposal in designated areas. Monitors outside contractors.

Moves furniture, file cabinets, and equipment as required.

Occasionally sands and paints walls and trim areas.

Shovels walkways, sidewalks, entrance areas and sprinkles salt, as required. Does lawn and grounds maintenance as required.

Maintains adequate custodial supplies as designated and stocks supplies on shelves.

Maintains custodial equipment in good working order. Equipment may include ladders, utility carts, floor buffers, vacuum cleaners, and rug shampooers.

Provides assistance in cleaning, monitoring, set-up and tear-down of equipment during special events.

Monitors and assists contractors with Pest control program.

Provides occasional support and assistance to the Maintenance Foreperson and/or Lead Hand as required.

Troubleshoots and repairs minor maintenance problems. Brings structural or electrical problems to the attention of supervisor. Identifies workplace safety issues and repair concerns.

Performs other related duties as assigned.

**RESPONSIBILITY FOR MATERIAL/FINANCIAL RESOURCES:**

Maintains custodial equipment in good working order. Equipment may include ladders, utility carts, battery operated motorized floor scrubber, electric motorized floor burnisher/buffer, electric carpet shampooer, vacuum, wet/dry vacuum, broom, mop and bucket, pushcart, step ladder and snow shovel, ~~and~~ cleaning supplies, ~~and~~ fire extinguishers, eyewash stations, first aid kits and emergency lighting.

Orders cleaning supplies and stocks on shelves. Monitors supplies in washrooms daily to ensure toilet paper, paper towels, and soap are filled.

Does minor repairs as directed. Ensures that all building and cleaning equipment is properly serviced and/or replaced. Monitors buildings to ensure safe environment for the public and employees. Assists in fire alarm testing as required. Ensures work is performed in accordance with WHMIS guidelines. Ensures that a push cleaning cart, cleaning supplies and chemicals, including equipment used for own work are maintained in good working condition and free of hazardous

conditions.

**NATURE & IMPACT OF ERROR:**

Failure to exercise care and caution when performing tasks in accordance with WHMIS and health and safety guidelines or when making minor repairs may result in injury.

**RESPONSIBILITY FOR SUPERVISION OF STAFF & OTHERS:**

The incumbent has no formal responsibilities for supervision of staff and others.

**CONTACTS & HUMAN RELATIONS:**

Internal:

Receives direction and guidance from the Supervisor, Building Maintenance. Has daily contact in person with staff from all areas of the police service when cleaning, moving equipment, painting walls, cleaning and performing general repairs.

External:

Has occasional contact in person with outside service representatives and subcontractors, supply companies, including outside agency personnel using external police facilities and has monitoring responsibilities for most outside contractors.

**EFFORT (Mental, Physical):**

Work is performed in accordance with standardized procedures to accurately complete work as assigned by the supervisor, following clear instructions to perform job functions in accordance with the Occupational Health and Safety Act WHMIS guidelines.

Works independently, under the general direction and guidance of the Building Maintenance Supervisor. Cleans classrooms and meeting rooms upon conclusion of meetings to meet the needs of multiple users and deadlines surrounding scheduling of rooms.

Periods of prolonged standing and walking, visual concentration, manual dexterity and attention to detail required when cleaning floors, vacuuming, shampooing rugs, painting, shoveling walkways; when removing lead and potential hazardous materials; and when preparing chemical solutions to safely mix and use cleaning chemicals and equipment.

Eye and hand coordination required to clean and manipulate equipment and tools. Physically able to bend, lift, stretch, climb ladders to change light bulbs, paint, and assist contractors. Occasionally bends, lifts, pushes or and pulls large shipments of supplies or uses dolly to move office furniture, file cabinets, and desks.

**WORKING CONDITIONS:**

Work is performed in all areas of police facilities, and outside grounds, subject to travel to all divisions to clean, repair and make deliveries. Regularly works with disagreeable conditions such as hazardous chemicals, contaminants, noise, dirt, dust, fumes, wet and cold weather, temperature changes. Has exposure to human waste and body fluids in interview rooms and bathrooms, blood and human tissue evidence while cleaning identification drying room, cleaning chemicals, wastes, blood, drugs. Some chance of minor injuries and exposure to illness exists.

Subject to operational needs and special projects, may work occasional overtime when short-staffed.

Contacts are occasionally impatient and unreasonable, requiring the incumbent to be polite and tactful. Responds with diplomacy when employees are frustrated, impatient and unreasonable and adjusts cleaning and maintenance work to their schedules. Refers sensitive and contentious matters to supervisor.

Wears police issued uniform and protective work wear to perform assigned tasks.

Wears full personal protective equipment such as disposable dust masks, disposable coveralls with hood and disposable gloves and footwear when cleaning the Headquarters firearms facility. Wears full face or half face respirator with goggles, disposable coveralls with hood and disposable gloves and footwear and follows detailed steps as outlined in the Removal of Lead Directive if assigned to remove lead from the Headquarters firearms facility.

Follows specific steps as outlined in the Daily Range Cleaning Directive to clean and dispose of materials. Incumbents assigned to clean the Headquarters firearms facility are required to have mandatory annual blood testing for lead levels.

**SKILL:**a) **Knowledge:**

Comprehensive knowledge of cleaning methods and techniques, normally acquired through a combination of education and previous custodial experience, with mechanical and technical abilities.

Maintains Workplace Hazardous Materials Information System (WHMIS) records in accordance with the Occupational Health and Safety Act, and Policy 23.2 of the WRPS. Receives training in WHMIS and Biohazard Kits.

Comprehensive Knowledge of WRPS Facilities Security and Fire Drill Procedures, Daily Range Cleaning and Removal of Lead/Particulate procedures.

Attention to detail required when preparing chemical cleaning solutions and to use equipment. Eye and hand coordination required to clean and manipulate equipment and tools.

Ability to see and read colour-coded hazard awareness labels and signage, and light indicators on

equipment and act accordingly. Ability to recognize hazard symbols and symbolic information on equipment.

Communication skills required to respond to cleaning requests and to identify potential hazards with equipment, material, supplies and buildings.

Ability to work independently, and to organize and prioritize tasks and work assignments.

Ability to lift, push and operate cleaning devices such as utility carts, battery operated motorized floor scrubber, electric motorized floor burnisher/buffer, electric carpet shampooer, vacuum, wet/dry vacuum, broom, mop and bucket, pushcart, step ladder and snow shovel, and cleaning supplies, fire extinguishers, and paint spray machines.

Ability to push garbage/shredded paper collection bins, and empty garbage pails. Ability to climb ladders to clean windows, mirrors, replace light tubes and do high dusting with dust mop, and vacuum wand. Ability to bend and stoop and reach into awkward corners to clean objects or around objects and to access equipment and supplies in confined spaces.

A valid Class "G" Ontario Driver's Licence with no more than six demerit points required to drive company vehicles. Ability to drive police vehicle in inclement weather conditions to travel to various police divisions, while monitoring traffic conditions.

Ability to meet police security clearance requirements and to maintain confidentiality.

Ability to participate as an effective team member and to support and project values compatible with the organization.

Ability to assist in training new staff.

b) Language Communication (Written & Verbal):

Ability to verbally communicate building and systems problems to supervisor and to respond to inquiries.

Ability to complete WHMIS forms and log work completed. Ability to write work orders and complete supply order forms.

Ability to read product specifications and labels, material safety data sheets, control buttons and switches, work orders and duties schedules, reference and technical manuals, and system documentation.