**JOB DESCRIPTION**

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| **Job Title:**  Caretaker IV | **Department:**  Plant Operations |
| **Reports To:**  Manager, Plant Operations & Principal | **Division:**  CUPE |
| **Date of last review:**  March 17, 2004 | **Revised by:** |

**SUMMARY**

Caretaker IV coordinates the work of the other caretakers and cleaners at the school and ensures the day-to-day services and activities required to keep the school at an acceptable level of cleanliness are completed. The building, grounds, and physical facility are preserved in a safe and clean condition.

**QUALIFICATIONS**

* High School Diploma or equivalent work related experience.
* 1 to 2 years of supervisory experience;
* 3 to 5 years of caretaking experience;
* Experience using various equipment (lawn tractor, hand tools, floor machines, auto scrubbers);
* Knowledge of Occupational Health and Safety Act, WHMIS, Fire Safety Standards and procedures, as well as security procedures;
* Working knowledge of HVAC equipment.
* Excellent organizational skills;
* Physical ability to perform the duties of the position;
* Excellent interpersonal skills;
* Proven ability to perform assigned tasks with a minimum of supervision;

**KEY DUTIES & RESPONSIBILITIES**

1. Coordinates the work of the other caretakers assigned to the school.
2. In consultation with the Plant Operations Manager and the Principal, develops and assigns a schedule of cleaning areas for all caretaking staff (including himself).
3. Performs those duties identified in the position description of the Caretaker III.
4. Inspects facility on a regular basis to ensure building and grounds are being

maintained at an acceptably safe level.

1. Resolves staff problems in a timely manner and reports and unsatisfactory work performance to the Plant Operations Manager.
2. Reviews with Caretaker II any special instructions/set-ups required.
3. Where required, records and reports all absences of caretaking staff:

* Contacts the Plant Operations Manager to provide coverage for caretaking absences.

1. Ensures HVAC equipment, fire-fighting equipment and emergency equipment is operating properly and reports any malfunctions/breakdown to Plant Operations Manager.
2. Reports any maintenance items to Plant Operations Manager.
3. Communicates with Principal or designate regarding school maintenance and cleanliness.
4. Ensures building is in a secure state at end of shift.

**CORE COMPETENCIES**

***Communication***

Shares and receives information and ideas in a variety of ways and adapts to the needs of the audience to ensure the message is understood.

***Innovation***

Creates, develops and implements new processes or services with the aim of improving the learning community for all.

***Interpersonal Relations***

Displays characteristics and personal attributes that enhance communication and interactions. Establishes and maintains harmonious professional relationships by demonstrating respect and sensitivity to all.

***Leadership***

Motivates groups of people, while maximizing the efforts of others to achieve a common goal.

***Planning and Organization***

Plans, organizes and coordinates time, resources and tools to meet established goals.

***Professional Integrity***

Models strong ethical or moral principles and follows them at all times, regardless of who is present.

***System Thinking***

Sees, acknowledges and contributes to the shared mission and vision of the Board. Approaches all work done within ALCDSB as being part of a larger system that is inter-related with strategic plans. Understands that work done in one part of ALCDSB impacts a variety of groups inside and outside of the Board.

**COGNITIVE/PHYSICAL DEMANDS or ADDITIONAL REQUIREMENTS**

Ability to lift 25 kg. (55 lb.).

**ORGANIZATIONAL RELATIONSHIP**

Work Assignments Received From:

* School Principal/Vice-Principal
* Manager, Plant Operations
* Controller, Plant & Planning Services

Positions Supervised:

Caretaker I, Caretaker II

**ACKNOWLEDGEMENT/ACCEPTANCE**

By signing this document, I acknowledge that I have read, understand and accept the requirements, essential functions and duties outlined in this job description.

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| **Employee Signature** |  | **Date** |