

School District No. 43 (Coquitlam)

CLASS SPECIFICATION

CARETAKER II

SUMMARY:

The Caretaker II reports to the Principal/designate, and the Caretaker IV where applicable. The Caretaker II participates in school cleaning and maintenance, and supervises up to three Caretaker I's.

DUTIES:

Supervises, trains, assigns, coordinates, and monitors the work of the caretaking staff; monitors and follows up on absenteeism; implements policies as directed.

Provides information on assigned staff to their supervisor for probation, trial reports, performance reviews and grievances/ arbitration matters as required.

Maintains a positive rapport with students, staff and other facility users.

Organizes and directs the cleaning program for summer, Christmas and Easter breaks.

Regularly inspects all areas of the school to ensure acceptable cleaning standards.

Co-ordinates custodial work around activities for community use of schools; communicates school rules to facility users; and monitors security of the building when in use by day, evening or community programs.

Submits recommendations to school principal on the annual maintenance, equipment replacement and supplies budgets.

Prepares cleaning solutions according to W.H.M.I.S. regulations.

Cleans assigned areas, such as dusting, wet and dry mopping, cleaning shelves, furniture, lockers, etc.

Maintains floors by stripping, sealing, waxing, polishing and vacuuming and secures areas during the process; varnishes gymnasium floors when so directed.

Maintains immediate surroundings of buildings by picking up glass, garbage, etc.; removes ice and snow to ensure safe walkways to and between buildings on the school grounds.

Disposes of garbage.

Does special cleaning as requested by the Principal/designate or by the Caretaker Supervisor.

Secures buildings, sets alarms, contacts security when opening and closing buildings outside regular hours; boards up broken windows and reports breakage to the maintenance department.

Checks fire alarms, security, fire extinguishers and emergency lighting systems; completes reports on same and reports problems to the maintenance department.

Responds to emergency situations as required, such as earthquake drills, fire alarms, vandalism.

Replaces burnt out lights, damaged T-bar ceiling panels, V-belts and air filters.

Calls in work orders and follows up re completion.

Maintains a stock of sanitary and cleaning supplies and light bulbs by ordering from central stores.

Delivers supplies and equipment to various locations throughout the building; may be required to assist in unloading large deliveries.

Moves, lifts and sets up furniture and equipment as required for special functions.

Assists in school district energy conservation program by turning off unnecessary lights, fan units, circulating pumps, closing windows and doors and reporting over-heating problems.

Makes adjustments and assists in maintaining heating system; investigates problems and requests maintenance department assistance when necessary.

Services mechanical equipment as per semi-annual check-out forms or per manufacturer's recommendations.

Performs other related tasks as assigned/required in the district's caretakers' manual.

Operates industrial cleaning equipment such as floor polisher, wet and dry vacuum, swivel head mop, etc.

REQUIRED KNOWLEDGE AND SKILLS:

Grade 10 plus a Building Service Worker Certificate from a recognized college/institution/organization or an equivalent combination of training and experience.

One year experience as a Caretaker.

Knowledge of the District Caretakers' Manual.

Supervisory skills.

RATIFIED BY UNION: _____ DATE: _____

RATIFIED BY EMPLOYER: _____ DATE: _____

January 24/94