

**INTERNAL / EXTERNAL POSTING  
LEISURE SERVICES – PART-TIME  
MAINTENANCE CARETAKER**

Applications are now being accepted for the above position. This Maintenance Caretaker is responsible for the routine janitorial duties and cleanliness of City Hall and other City facilities as assigned.

**Duties and Responsibilities:**

- Remove all trash from all garbage receptacles, and all paper from recycle receptacles
- Maintain the cleanliness of, and replenish all supplies for all washrooms.
- Shut off lights and lock doors as needed.
- Prepare all meeting rooms for use. This is to include but not be limited to emptying waste baskets, vacuuming rugs, mopping floor surfaces as needed, damp wiping all table and counter surfaces etc.
- Immediately report to the Facilities Manager any major leaks, mechanical system failures or major maintenance problems.
- To clean, mop, wash, sweep, vacuum, polish, dust, empty liter bins, recycle bins in designated areas including washrooms, meeting rooms, offices, coffee rooms, council chambers, and associated facilities, and fixtures. This includes windows, fingerprints, countertops, etc. as per duties listed in daily, weekly, monthly and annual schedule that will be provided.
- Floor care maintenance including shampooing, waxing and buffing.
- Liaise politely and effectively between building users and public.
- Understand and follow cleaning schedules and instructions.
- Fulfil personal and corporate requirements where appropriate with regard to policies and procedures, particularly health and safety, equal opportunities, charter of values, customer care, emergency evacuation, security and standards in relation to the work place.
- Ensure checklists are adhered to, and logging of compliance and issues.
- Other janitorial and custodial duties as needed and must be willing to lend support to other buildings if needed

**Qualifications:**

- Grade 12 or AED Equivalent.
- Must have current WHIMIS, First Aid\CPR
- Power Mobile equip an asset, or willing to obtain as offered through the City
- Education requirements may be waived if experience is deemed to supersede
- To be experienced in the operation and maintenance of cleaning and maintenance equipment.
- Must have experience in custodial work that is satisfactory to the City
- Understanding of cleaning tools, machines, procedures and products
- Knowledge of safe work practices and procedures needed for custodial functions, and assist in development of new ones where deemed necessary

**Salary and Benefits:**

- Per CUPE Agreement: - Maintenance Caretaker - \$19.71 per hour

**Commencement:** As soon as possible

Detailed resume or completed City employment application form, including references, to be submitted to: Department of Human Resources, City Hall, no later than 4:30PM, October 18th, 2017, Fax: (306)445-0411, Email: hr@cityofnb.ca

**The City wishes to thank all applicants, however, only those selected for an interview will be contacted.**