

BUILDING SERVICE WORKER 1

GENERAL

This is routine manual work involving cleaning and/or general maintenance of offices, lavatories, rooms, hallways, cafeterias, kitchen areas, classrooms, etc. Duties are outlined by the supervisor but some independence is exercised in their execution. An incumbent in this class may be responsible for a very small building.

TYPICAL DUTIES

Vacuums, dusts, sweeps, mops, washes and waxes offices, rooms, hallways, cafeterias, kitchen areas, classrooms, etc.

Washes and/or waxes windows, walls, fixtures, woodwork, furniture, etc.

Maintains cleanliness of washrooms by cleaning toilet facilities and sinks, and restocking towels, soap and other items.

Collects and disposes of refuse.

Cleans water coolers and keeps supplied with water.

Performs minor maintenance work.

Cleans, installs and removes storm windows.

Assists in cleaning and removal of snow from walks and driveways.

Performs routine gardening chores such as mowing and watering lawns.

Attends to heating or air conditioning systems which involves cleaning filters, ventilation louvres, etc.

May serve as night watchman on a given shift.

Moves furniture and heavy equipment.

Loads and unloads trucks.

Washes dishes, pots, kitchen utensils, clears and cleans tables.

Receives and stores perishables, or other miscellaneous items.

Performs other duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

Knowledge of maintenance and cleaning requirements.

Ability to perform duties relatively independently.

Education, Training and Experience

Elementary school education preferably with some cleaning and maintenance experience.

Physical Standards

Physically capable of performing the duties assigned.

BUILDING SERVICE WORKER 2

GENERAL

This is supervisory manual work where the incumbent is entirely responsible for the cleaning and general maintenance of one or more small to medium-sized government buildings or where the incumbent supervises building service workers on a given shift. Supervision involves assigning duties and checking work for completion and conformance to acceptable standards. The incumbent may also be required to perform other duties typical to the 1 level.

TYPICAL DUTIES

Supervises and assigns work to subordinate staff and reviews their work.

Assumes responsibility for entire building by ensuring the provision of cleaning and general maintenance and may monitor the work of contract staff.

Attends to heating and air conditioning systems.

Orders and maintains all cleaning supplies.

Completes and maintains records for attendance, sick leave, etc.

Performs other duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

Considerable knowledge of maintenance and cleaning requirements

Ability to allocate work and to direct and supervise personnel who are performing the work.

Knowledge of simple office records.

Ability to work independently.

Education, Training and Experience

Elementary school education with a minimum of three years' experience in cleaning and maintenance work.

Physical Standards

Physically capable of performing the duties assigned.

BUILDING SERVICE WORKER 3

GENERAL

This is supervisory manual work where the incumbent is entirely responsible for providing adequate cleaning and maintenance services for a large-sized government building or where the incumbent supervises a very large number of subordinate staff on a given shift. The incumbent may be required to perform typical duties as outlined in the Building Service Worker 1 specification. This class differs from the 2 level by the increased responsibility and the scope of services provided for a large-sized building and the increased supervisory responsibility.

TYPICAL DUTIES

Supervises and assigns work to subordinate staff or assigns work to a very large-sized staff on a given shift.

Checks building to ensure adequate cleaning and maintenance services are being provided and may monitor the work of contract staff.

Orders and maintains all cleaning supplies.

Completes and maintains records for attendance, sick leave, etc.

Performs other duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

Thorough knowledge of maintenance and cleaning requirements.

Ability to allocate work and to direct and supervise personnel who are performing the work.

Knowledge of office records.

Ability to work independently.

Education, Training and Experience

Elementary school education with a minimum of five years' experience in providing cleaning and maintenance services in a building.

Physical Standards

Physically capable of performing the duties assigned.