

Job Posting #:

Job Title: CARETAKER - 543085

Department: Facilities

Union: C.U.P.E. Local 543

Work Location: Various

Position Status:

Rate of Pay:

Posting Period:

#### DUTIES AND RESPONSIBILITIES:

Reporting to the Supervisor, Facilities, this position will perform all necessary cleaning duties in the facilities such as sweeping, mopping, dusting, cleaning washroom facilities, furniture, windows, walls, ceilings, floors, carpet cleaning, vacuuming, cleaning sinks and toilets, air vents, appliances, collect garbage, and replenish paper and chemical supplies. Incumbent will be required to write reports for stock, report maintenance and building repair issues. Will perform minor repairs as required. Will be responsible for minor repairs such as replacement of lights, perform outside duties related to entrances such as snow removal and cleaning, and perform security duties. Will assist with furniture moving, set up rooms for special events, strip, wax and polish floors. May be required to use a forklift to assist in deliveries and/or garbage bins. May be required to use a golf cart to bring garbage to dumpster. Incumbent will be required to perform all general tasks associated with the operation of caretaking division, including basic maintenance of all equipment used and keeping it clean. Will be required to attend all mandatory in-service training and maintain professional relations with the public and fellow staff. Will perform Occupational Health & Safety duties as outlined in the Corporation's Health and Safety Program. Will perform other related duties as required.

#### QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma or Ontario Ministry of Education equivalency;
- Must have up to three (3) months of experience with current cleaning practices, WHMIS, operation and maintenance of cleaning equipment;
- Must hold and maintain a current valid and lawful Class 'G' Driver's licence in accordance with the Highway Traffic Act, for the purposes of operating a City of Windsor vehicle and provide a driver's abstract as a condition of employment;
- Must be able to complete assigned duties with a minimum of supervision;
- Must maintain good relations with corporate staff and general public;
- Must be willing and able to work any shift;
- General knowledge of operation and maintenance of cleaning equipment is a definite asset;
- Proven commitment to ongoing professional development is considered an asset;
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#### WORKING CONDITIONS:

Shift Work Req'd: Error! No document variable supplied.

**PHYSICAL REQUIREMENTS:**

The physical demands analysis associated with this job indicates a light to heavy level of work; Must complete a post-offer agility test in an effort to assist the successful candidate in completing the position tasks safely and to aid in minimizing injuries on the job.

**POSTING SPECIFICS:**

**Who May Apply:**

Current employees of the Human Resources Department. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices.

**How To Apply:**

Complete an Internal Job Transfer Form (available at Human Resources or on Dashboard) and attach a resume, specifically noting the job posting number, your qualifications and experience as outlined above.

**Apply To:**

In person to the Human Resources Department

**Update:**

By Human Resources on February 1, 2017.

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In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.