

Working Title Caretaker Supervisor	Name		
Position Number	Reports to Position No., Class & Level Senior Manager	Division, Branch/Unit Correctional Services Division	Ministry PSES
Present Classification Caretaker III	Requested Classification		
Dept ID	Program Code	Project Code (if applicable)	

**PURPOSE:** Give a brief summary of the job, covering the main responsibilities; the framework within which the job has to operate and the main contribution to the organization (see [Section 2.3](#)).

Reporting to the Deputy Director of Security the incumbent will direct the overall custodial services for the Fort Saskatchewan Correctional Centre. The incumbent in this position will be responsible for the inspection of janitorial work carried out by inmates at the correctional centre; ensuring hygienic conditions of the centre are met. Will provide supervision and training of approximately 25 inmates and one staff in performing janitorial tasks.

**RESPONSIBILITIES AND ACTIVITIES:** The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3 major activities should be described (see [Sections 2.1](#) and [2.2](#)).

- Ensures sufficient inmate labour is assigned to perform all custodial work;
- Ensures the inmate labour who carry out the janitorial duties, perform and maintain them at a hygienic standard set out by the centre;
- Schedules major cleaning of the centre throughout the year, which includes vents, walls and ceilings;
- Coordinates the inmate labour to areas of the centre in order to meet the cleaning workload;
- Performs hands-on training for custodial duties to the inmate labour crew as required;
- Maintains, controls and ensures cleaning supplies are available at all times;
- Maintains and ensures all janitorial equipment is fully operational and in safe condition, schedules regular maintenance and servicing;
- Prepares budget submission estimates for new or replacement equipment annually.

**SCOPE:** List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.

The Caretaker Supervisor is responsible for janitorial services and maintaining high hygienic standards for the centre which consists of:

- Eight (8) housing units, which house approximately 525 inmates;
- Central Activities Building, which has: recreation centre, chapel, kitchen, dining area, school with multiple classrooms, programs section, staff lounge and Infrastructure office;
- Medical Unit;
- Psychology Unit;
- Segregation Unit;
- Sentence Administration, and Admission/Discharge Unit;
- Scheduled janitorial services for the Root house, Warehouse, and Garage areas;

**SCOPE:** List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.

The janitorial services at the centre is a major function which has an influence on approximately 525 inmates who reside in the housing units and use many of the other areas and also has approximately 250 staff who use the centre on a 24 hour basis.

**KNOWLEDGE, SKILLS & ABILITIES:** Provide a list of the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.

- The Caretaker Supervisor must have excellent knowledge of the many cleaning solutions and chemicals that are required in performing the janitorial duties;
- Must have the knowledge of the operation of many different types of janitorial equipment, with the ability to operate same, and be able to train others of their use;
- Must have excellent organizational skills in order to coordinate the use of 25-30 inmates to perform and ensure all janitorial requirements are completed on a daily basis;
- Must have the ability to work with and have a good working relationship with both large numbers of staff and inmates;
- Must be able to understand and comprehend policies and procedures set out by the department and the centre.

**SUPERVISION EXERCISED:** List position numbers, class titles, and working titles of positions directly supervised.

This position supervises one staff position (Assistant Caretaker) and a work crew of 25-30 inmates assigned to them to perform the janitorial duties.

**CHANGES SINCE LAST CLASSIFICATION REVIEW:** This section is not required to be completed if the job description is being written for the conversion to PREP. It should be completed for any subsequent classification requests under PREP.

**ORGANIZATION CHART:** An organization chart that includes supervisor, peers and staff **MUST** be attached.

*This information is being collected under the authority of Section 10 of the Public Service Act and will be used to allocate positions within a classification plan and to manage the Alberta government human resources program. If you have any questions about the collection of this information, contact the Compensation Manager, 6<sup>th</sup> Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta, T5J 3S8, phone 408-8400 or contact your Ministry Human Resource Office.*

### Signatures

The signatures below indicate that the incumbent, manager and division director/ADM have read, discussed and agreed that the information accurately reflects the work assigned.

#### Incumbent

Name	Signature	Date (yyyy/mm/dd)
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#### Manager

Name	Signature	Date (yyyy/mm/dd)
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#### Division Director/ADM

Signature	Date (yyyy/mm/dd)
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