

Update

Ministry

Infrastructure

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

C aretaler Shift Lead

Current Class

Job Focus

Supervisory Level

Division, Branch/Unit

☒ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

Job Purpose and Organizational Context

Why the job exists:

Reporting to the Caretaker Supervisor, the Caretaker Shift Lead is responsible for on-going cleaning of the Legislature Building to ensure asset value is maintained, and to support normal operation of client department functional programs. Primary areas of responsibility are:

- Provide effective supervision to assign, review, coordinate and inspect in-house caretaking activities.
- Perform caretaking work prescribed in Standard Legislature Building Caretaking Specifications.
- Provide responsive customers service and maintain excellent client relationships.
- Assist with set-up for ongoing functions within the Legislature Building.

This Caretaker Shift Lead position functions within a demanding, time and quality sensitive framework. Developing and maintaining positive client relations with the Premier's office and ministerial offices is a key requirement. The most significant contribution to the organization is to ensure client department programs are supported through the provision of effective and efficient property management services.

Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

- Use proper lifting, climbing, bending techniques to prevent injuries.
- Sanitary chemicals use to disinfect.
- Provide and/or utilize personal protective equipment as recommended by equipment or material manufacturers.
- Inspect and maintain assigned custodial equipment and small tool operating condition. General custodial knowledge is required in the safe and efficient operation of floor maintainers, carpet extractor's and vacuum cleaners.

Problem Solving

Typical problems solved:

- Coordinating cleaning schedules to minimize disruption during legislative sessions, public tours and official events.
- Responding to urgent facility issues in a way that maintains the building's standards.
- Managing a team of caretakers, including resolving scheduling conflicts, performance concerns and training needs.
- Ensuring preservation of heritage features while performing cleaning tasks.
- Addressing concerns from MLAs, staff and the public regarding cleanliness, accessibility or safety.
- Navigating access restrictions and security protocols while coordinator contractor or vendor work.

Types of guidance available for problem solving:

- Direct support from the Caretaker Supervisor, Facilities Coordinator or Facilities Manager for complex or politically sensitive issues.
- Collaboration with other Shift Team Lead or trades staff for cross-functional problem-solving.

Direct or indirect impacts of decisions:

Decisions may directly influence cleanliness, safety, and the success of special events in a high-profile building.

Key Relationships

Major stakeholders and purpose of interactions:

The position directly supervises morning caretakers working within the Legislature Building. The client department for this facility include the Premier's Office, which has unique functional programs and high customer service requirements.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
High School Diploma			

If other, specify:

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Job-specific experience, technical competencies, certification and/or training:

- A good understanding of industry-related safety procedures and WHMIS regulations.

- Knowledge of custodial practices, machinery and related equipment.
- Knowledge of supplies, equipment and/or services ordering and inventory control.
- Ability to utilize a computer including word processing, email and web browser experience.
- Ability to assist with set-up of various ongoing functions and events.

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Systems Thinking	☐	☐	☐	☐	☒	Shapes APS goals with a view of entire network: • Considers whole system and links; sets goals for long-term outcomes and broad perspectives • Evaluates short, medium, and long-term impacts to inform progress • Shapes organization to meet client needs; helps others see their role in this	Evaluates direct reports work outcomes to guide quality of service provided.
Drive for Results	☐	☐	☐	☐	☒	Aligns different groups to achieve goals and realize broader outcomes: • Defines work mission to achieve APS goals and integrate projects • Provides bold advice to stakeholders • Proactively improves overall performance, measured through metrics	Provides guidance to direct reports through routine monitoring of work outcomes.
Agility	☒	☐	☐	☐	☐	Understands need for change and manages own emotions: • Uses common sense and past experience to approach ambiguous problems • Prevents emotions from affecting others negatively • Looks for information on changes • Open to new ideas and helping co-workers	Must be able to effectively manage direct reports work quality and expectations while providing guidance and support.
Build Collaborative Environments	☒	☐	☐	☐	☐	Works in an open honest manner with colleagues: • Creates sharing opportunities • Actively shares, accepts and listens to others • Recognizes conflict,	Must be able to effectively manage direct reports work quality and expectations while providing guidance and support.

		respects and discusses opinions openly • Supports group even to learn from mistakes • Recognizes differing interpretations	
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Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

Assign

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.

Employee Name	Date yyyy-mm-dd	Employee Signature
Supervisor / Manager Name	Date yyyy-mm-dd	Supervisor / Manager Signature
Director	Date yyyy-mm-dd	Director Signature
Executive Director Name	Date yyyy-mm-dd	ED Signature