

Working Title Caretaker 1		Name	
Position Number	Reports to Position No., Class & Level	Division, Branch/Unit Properties, Property Management/Gov't Ctr	Ministry Infrastructure
Present Class		Requested Class	
Cost Centre			

**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 Non-Management Job Description Writing Guide [Pages 7-8](#)).

Reporting to the Caretaker Foreman, the Caretaker 1 is a position responsible for the on-going cleaning at the Queen Elizabeth II Building. This is routine work to ensure maximum asset value is maintained, and client functional programs are supported. Primary responsibilities are:

- Participation with general cleaning of building according to Task and Frequency schedule
- Assist with event booking set-ups and take downs
- Performs other duties as required
- Maintain excellent client relationships in an expeditious response
- Back-up other Caretakers as required

This Caretaker 1 position operates within a demanding, time sensitive, and quality framework. Developing and maintaining positive client relationships is a key requirement. Clients are the Legislative Assembly of Alberta, Treasury Board and Finance, and Executive Council.

**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 3-6 activities should be described (see Writing Guide [Pages 9-10](#)).

**1. Duties and Responsibilities:**

- Performs the set up, clean up and take down tasks in cooperation of program requirements and special events
- Sweeps, dust mops, wet mops, scrubs, strips, seals and waxes polished floors
- Dusts and cleans all surfaces, washes windows, and walls
- Cleans washrooms, replenishes supplies and ensures that proper disinfectants and cleaning methods are used
- Moves furniture and equipment as required
- Replaces light globes, fluorescent tubes and cleans light fixtures when requested
- Snow removal on pedestrian roof tops, exterior lower level windows, interior higher level windows require specialized training), wall to wall hot water carpet extraction (annual frequency)
- Shipping/Receiving, scheduling repairs, product orders, and coordination of service contractors
- Performs other related duties as required

**2. Client Relations:**

- Respond to requests in a timely, accurately and in a positive manner
- Maintains on-going communications to understand functional program needs as they arise
- Ability to complete tasks with minimal disruption

**3. Occupational Health and Safety Operations:**

- Awareness of Work Site Hazards and Operate within Practice Safe Work Methods
- Monitors staff for safe work procedures and WHMIS compliance
- Use proper lifting, climbing, bending techniques to prevent injuries

**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 3-6 activities should be described (see Writing Guide [Pages 9-10](#)).

- Proper use of cleaning chemicals, including storage and labeling
- 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.

**SCOPE:** List specific information that illustrates the challenges, problem solving and creativity requirements and decision making capacity of the position. Also identify the internal or external areas the job impacts (see Writing Guide [Pages 11-12](#)).

This position is located within the Queen Elizabeth Building. The client departments include Legislative Assembly of Alberta, Treasury Board and Finance, and Executive Council. All clients have unique and sensitive functional programs with high customer service expectations.

**KNOWLEDGE, SKILLS & ABILITIES:** Include information on required diplomas and degrees along with identifying the most important knowledge factors, including knowledge about practical procedures, administrative, technical or professional techniques, technical, scientific or program related processes, etc. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (see Writing Guide [Pages 12-14](#)).

1. Strong communication and customer service skills, both written and verbal.
2. A good understanding of industry-related safety procedures and WHMIS regulations.
3. Knowledge of custodial practices, machinery, and related equipment.
4. Knowledge of supplies, equipment, and/or services ordering and inventory control.
5. Ability to utilize a computer including word processing, email, and web browser experience.
6. Two years previous experience in a supervisory custodial position, or equivalent.
7. Ability to assist with set-up of various ongoing functions and events.
8. Ability to maintain a record of attendance with minimal absences.

**CONTACTS:** Identify the main contacts the position communicates with and the purpose of the communication (See Writing Guide [Pages 14-15](#)).

Caretaker Supervisor- Direct supervisor

**SUPERVISION EXERCISED:** List position numbers, class titles, and working titles of positions directly supervised (see Writing Guide [Page 15](#))

N/A

**CHANGES SINCE LAST CLASSIFICATION REVIEW:** Identify significant changes, that have impacted the responsibilities assigned to your position since the last review (see Writing Guide [Pages 15-16](#)).

N/A

**ORGANIZATION CHART:** An organization chart that includes supervisor, peers and staff **MUST** be attached (see Writing Guide [Page 17](#)).

*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 Job Evaluation Unit, 6<sup>th</sup> Floor, Peace Hills Trust Tower, 10011 – 109 Street, Edmonton, Alberta, T5J 3S8, phone 780/408-8400 or contact your Ministry Human Resource Office.*