

POSITION: Caretaker**JOB POSTING #:****DEPARTMENT:** Parks & Facilities**UNION:** 543**POSTING TYPE:****JOB CODE:** 543085**POSTING STATUS:****POSITION #:****# OF POSITIONS:****GRADE/CLASS:** 0.06**SHIFT WORK REQ'D:** Yes**SALARY RANGE:** \$20.25 to \$23.84 per hour**HOURS OF WORK:** 40**DUTIES:**

Reporting to the Supervisor of Maintenance, Contracts & Special Projects or designate, the successful applicant 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 replacement of lights, perform outside duties related to entrances and perform security duties. Will assist with furniture moving, set up rooms for special events, strip and wax floors and polish floors. 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 and Safety duties as outlined in the Corporate Health and Safety program; perform other related duties as required.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma or Ontario Ministry of Education equivalencies.
- Must have up to three (3) months experience with current cleaning practices, WHMIS, operation and maintenance of cleaning equipment.
- Must be able to complete assigned duties with a minimum of supervision.
- Must maintain good relations with corporate staff and general public.
- Will be required to complete a post-offer strength test in an effort to assist the successful candidate in completing the position tasks safely and to aid in minimizing injuries on the job.
- Proven commitment to ongoing professional development considered an asset.
- Must be willing and able to work any shift.
- General knowledge of operation and maintenance of cleaning equipment a definite asset.
- Commitment to ongoing professional development considered an asset.

POSTING SPECIFICS:**Posting Period:**

- at 8:30 AM to Friday, at 4:30 PM
- **APPLICATIONS WILL ONLY BE ACCEPTED DURING THE POSTING PERIOD.**

Who May Apply:

- Current City of Windsor employees. 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 or one of the Customer Care Centres
- By faxing your Job Transfer Form and resume to the Human Resources Department

Updated:

- By Human Resources on October 16, 2013.