



Haldimand County

VACANCY POSTING

Posting #: CUPE-2020-44 Posting Period: October 29 – November 9, 2020	Employee Group: CUPE Local 4700 (Haldimand) Position Status: <i>Temporary Part-Time (until approximately May 7, 2021)</i> Hours worked per week: up to 24
POSITION: Custodian Grade: 1 Wage Rate: \$18.209 - \$21.079 / hour (January 2020)	Department / Division: <i>Public Works Operations / Facilities, Parks, Cemeteries & Forestry Operations</i> Location: Cayuga, Ontario

PURPOSE OF POSITION:

Reporting to the Supervisor, Facilities, Parks, Cemeteries & Forestry Operations, the incumbent will:

- undertake custodial tasks at the County Administration Building
- undertake custodial tasks at other County buildings on an as required basis

EDUCATION & EXPERIENCE:

- Grade 11 plus an additional vocational program of up to one year or Grade 12 graduation or equivalent

PLUS

- over three months up to and including six months current related experience and orientation, training & adjustment on the job itself

OR equivalent to that combination.

KNOWLEDGE & SKILLS REQUIRED:

- ability to understand and follow current WHMIS regulations
- proven ability to work independently with limited supervision
- good communication skills (specifically verbal)
- must be physically capable of performing all activities of the job
- valid G license & access to a reliable vehicle

MACHINES OPERATED:

- vacuum, mops, steam cleaner, floor polisher, various cleaning devices

COMPUTER EXPERTISE:

- must be able to conduct data entry / inquiry using corporate-standard software and department, division or task specific software

Accountabilities / Tasks

Include but are not limited to:

- secure premises at designated times and arm alarm system when work period is completed
- work safely, ensuring appropriate use of various cleaning products and equipment
- conduct general housekeeping tasks on a daily basis undertaking activities such as, but not limited to:
 - o vacuuming
 - o mopping floors
 - o cleaning windows
 - o cleaning washrooms
 - o dusting
 - o waste disposal per defined standards / schedules
- dispose of garbage in designated areas on a daily basis
- conduct specific cleaning projects as directed, ensuring (when applicable) that furniture is moved to accommodate task if required
- stack chairs and set-up meeting rooms, if requested
- ensure appropriate doors are opened and meeting areas are accessible after core hours for staff and / or the public attending said meetings; and, if meeting is finished prior to end of work period, to ensure all participants have left the building and lights are turned off, prior to setting security alarm

All Haldimand County employees are expected to:

- work safely and respect others in the work place
- maintain confidentiality
- work within policies and procedures determined by Haldimand County and / or legislation relative to the function

This position requires:

- | | |
|---|------------------------|
| - a current (within the past 6 months) Police Check | YES - OPP LE219 |
| - a pre-hire physical | NO |

County employees who are interested in applying for this position must complete the EMPLOYEE APPLICATION FORM and submit the completed form together with a resume and covering letter as appropriate in confidence to Human Resources by 4:30 p.m. on the last day of this posting.

AN EQUAL OPPORTUNITY EMPLOYER

Accommodation is available for any applicant with a disability, as it relates to the recruitment process of this position. Upon request, Haldimand County will consult with the applicant and provide, or arrange for the provision of a suitable accommodation in a manner that takes into account the applicant's accessibility needs due to disability.

As per current Legislation, if it is determined that those employees with priority placement status are suitable for this job, before a selection decision has been made, this competition may be cancelled.