

84492

CCA

EXCLUDED SUPPORT STAFF JOB DESCRIPTIONS

POSITION TITLE: NIGHT CUSTODIAL SUPERVISOR

REPORTS TO: Assistant Manager, Facilities and Maintenance

SUPERVISES: Cleaners, Assistant Cleaners and Casual Cleaners
Casual Security Staff

JOB SUMMARY: Supervises and coordinates the evening cleaning services as required throughout the Division. Ensures that high standards of cleanliness, sanitation, safety and security are met. Supervises the training and development of cleaning staff. Responsible for carrying out administrative tasks required to ensure and maintain high work standards. Through appropriate training and supervision, ensures supplies, equipment or other utilities are used in a productive manner.

TYPICAL DUTIES AND RESPONSIBILITIES:

- supervises custodial services at the various Division buildings;
- ensures building cleanliness by conducting daily inspections of cleaning quality and makes recommendations for corrective action as required;
- assigns tasks, coordinates workloads and checks on areas cleaned by custodial staff;
- schedules, coordinates and prioritizes the work schedules of all cleaning staff;
- arranges for replacement casual cleaners and security guards;

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- anticipates the need for additional casual cleaning and security staff and advises the Manager, Human Resources of hiring requirements;
- fills out and maintains incident reports as required (i.e. accidents, discipline, etc.) and ensures sign in sign out sheets and daily shift reports are completed by all night cleaning staff;
- conducts performance evaluations for all regular and casual cleaning staff and recommends corrective action and maintains performance records;
- advises the Manager, Human Resources when someone is to be removed from the casual staffing list;
- provides effective on the job and safety training for new regular and casual employees and ongoing training for existing staff in the use of cleaning methods, chemicals, equipment and safety procedures;
- ensures safety equipment is being worn by all staff according to the requirements of the Division's Job Hazard Analysis;
- recommends improvements in cleaning methods, products and equipment;
- inspects the condition of all cleaning equipment and removes unsafe equipment from service;
- maintains records relative to the custodial equipment used in the Division. Reviews caretakers records on custodial equipment and recommends repair when economically feasible or replacement when deemed advisable;
- ensures cleaning staff have an adequate quantity of cleaning supplies and proper equipment as requisitioned and provided by the caretaker;

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- coordinates and assists with seasonal cleaning requirements (i.e. refinishing gym floors);
- participates in meetings with supervisors and custodial training sessions;
- keeps a central supply of commonly used cleaning materials and requisitions same as necessary within the approved agenda;
- assists in the inspection of buildings for fire and safety hazards and takes immediate actions to rectify unsafe conditions;
- responds to emergency fire, intrusion, boiler alarms, etc. as required;
- assists where necessary in dealing with public users of the buildings;
- maintains employee attendance and replacement records as required including weekly absence reports and provides them to the Maintenance Secretary;
- responsible for the distribution and record keeping of relief cleaner and security guard keys;
- works flexible hours as required by his/her supervisor and circumstances of the job (Normal hours: 3:15 p.m. to 11:45 p.m. Monday to Friday, may be required to work other shifts depending on the situation); During school breaks, hours of work are 7a.m.- 4p.m. with a one hour unpaid lunch break;

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- operates a two way radio/pager in order to communicate with all building staff and to help ensure the safety of employees and security of Division resources;
- performs other related duties as assigned.

QUALIFICATIONS:

- high school diploma plus 5th Class Power Engineer's certificate is required to respond to the boiler problems and HVAC requirements of the job;
- 2-3 years prior related supervisory and training experience is required to manage the leadership component of this position;
- 2-3 years of current skill and knowledge of commercial cleaning techniques is required to adequately carry out the training and evaluation responsibilities of the job;
- must have and maintain a valid Manitoba driver's license;
- basic math skills are required to determine readings, maintain inventories and requisition supplies within allocated budget;
- basic computer skills are required to enter, edit, retrieve and save data using a computer to generate reports or access the various HVAC computer systems;
- must be able to write reports and keep records;
- must have extensive current knowledge of cleaning methods, products and equipment;
- ability to interact effectively with all members of staff and the general public is essential;
- ability to deal with confidential personnel files and information;

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- able to lift objects weighing in excess of 25 kgs.;
- able to work safely in an environment which exposes the worker to noise, dust, dirt, fumes, hazardous/poisonous chemicals, wet or slippery floors, climbing ladders and exposure to sharp objects;
- physically able to perform the duties assigned.

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