



## **Job Title: Head Caretaker**

## **Department: Facility Services**

As a Head Caretaker, be responsible for all aspects of the Caretaking operation at the assigned school site, which includes completing all duties of a Caretaker relating to maintaining the cleanliness of the school. As the designated leader the Head Caretaker must be able to communicate and interact positively with students, co-workers, and school administration to ensure all needs are addressed at the school site. The Head Caretaker is to demonstrate a thorough working knowledge of cleaning and preventative maintenance functions. The work may require strenuous physical effort in completion of duties alongside of Caretakers. The Head Caretaker must be able to complete all working functions to a high degree of satisfaction.

### **1. Position Requirements**

- A High School Diploma
- ABSA 5<sup>th</sup> Class Power Engineer above or equivalent
- Effective and proven supervisory and leadership skills

### **2. Relevant Education, Training & Experience**

- Experience sufficient to permit effective communications and related technical knowledge
- First Aid Certificate
- WHMIS Certificate
- Mobile Aerial Work Platform Training
- Confined Space Entry and Rescue Training
- Skid Steer Operator Training
- Fall Protection Training
- Ladder Safety Training
- Train the Trainer Courses
- Strong mechanical aptitude

### **3. Fitness and Abilities**

- Sufficient sight and hearing to perform related job duties
- Able to stand or walk for extended periods
- Able to lift and carry up to 22 kg independently and 22-31.5 kg with assistance
- Able to climb and work from 5 metre ladders
- Able to operate a hydraulic ladder
- Able to work in a highly active physical environment
- Able to work with a variety of chemicals
- Must be physically capable of performing heavy manual labour for extended periods of time under various weather conditions

#### **4. Key Responsibilities**

- Performs all duties assigned to a Caretaker
- Responsible for providing a welcoming, safe, and caring environment
- Responsible for reporting hazards, safety concerns or issues to administration, the Caretaking Coordinator and/or Director of Facilities
- Takes an active role in the cleaning the school
- Opens and closes facility as required to ensure all users have access
- Provides space and furniture for the needs of the community and school functions as authorized by Principal or designate
- Completes minor requests by staff to ensure the facility runs smoothly
- Responsible for the movement of furniture throughout the school
- Complete documented inspections of all mechanical areas in the school on a daily basis
- Maintains a daily, weekly, monthly and annual cleaning schedule for the school
- Ensures all caretakers have a written set of procedures and expectations for their daily assigned cleaning duties
- Snow removal and the operation of snow removal equipment
- Ensure snow removal in accordance with the City of Lethbridge Joint Use Snow Map
- Complete rotation shifts as required
- Availability to accommodate shift alterations if there are bookings under the Joint use Agreement
- Follows up on recommendations made in school cleanliness assessment reports
- Fills in the annual supply list of caretaking items required by the school
- Calls in all emergency repair items to maintenance for immediate attention
- Responds to security call outs as required
- Professional conduct, appearance and attitude
- Maintains the confidentiality of information seen or heard
- Adhere to work environment policies (OH&S, staffing, new equipment, etc.)
- Perform other related duties as assigned by the Principal, Caretaking Coordinator, Coordinator of Operations & Maintenance as well as the Director of Facilities

#### **5. Communication**

- Communicate with Principal or designate on daily needs to ensure efficient operation of school and grounds
- Communicate with the Coordinator of Caretaking to ensure high standards of cleanliness are met and maintained
- Works with all staff communicating concerns through the appropriate channels
- Communicate any concerns caretaking staff have about cleaning products or procedures
- Communicate with Community Services Department regarding space required by the Joint Use Rentals
- Communicate effectively using courtesy, tact and discretion with maintenance staff, caretaking, school staff, students, parents and building users in the explanation and clarification of information
- Excellent communication skills both in written and oral format
- Ability to resolve conflict effectively
- Ability to maintain records as required

#### **6. Time Management**

- Skill in the planning and coordination of work projects
- Provides a plan for extra cleaning projects that will require specialized supplies or equipment

- Prioritize time and work schedules effectively
- Attempts to ensure that overtime resulting from after-hours use is divided equitably among interested caretaking staff
- Effective use of time including setting of priorities, keeping to schedules, attendance and punctuality
- Strong initiative, self-directed, takes charge of assigned tasks, requires minimum supervision
- Respond to emergency calls as needed
- Strong people skills and the ability to prioritize

## **7. Supervisory Skills**

- Supervises, instructs, trains, evaluates, and directs caretaking staff in order to achieve positive results
- Provides all staff with the required training in the safe use of all products and equipment used by caretakers
- Display a good working knowledge of all chemicals and procedures used by caretakers to complete required duties
- Establishes work schedules with staff for daily routine cleaning duties
- Ensure cleaning duties are completed by performing routine inspections of work area and giving feedback to caretaking staff
- Evaluates all caretaking staff in conjunction with the Principal or designate
- Promotes staff morale among caretakers to develop pride in work and accomplishment
- Ensures quality workmanship and safety of worksites
- Adhere to and ensure all safety rules and regulations of the District and Provincial Regulators are followed by personnel and contractors performing work for the District

## **8. Preventative Maintenance**

- Completes preventative maintenance procedures on electrical and mechanical equipment which may include but is not limited to:
  - Maintenance of auto scrubber
  - Emptying of vacuums and completion of maintenance checks
  - Complete mechanical room safety checks
  - Checking and changing of all filter media in heating and ventilation units
  - Checking and oiling of all electric motors in heating and ventilation units, pumps and exhaust fans
  - Checking and changing of all drive belts on all equipment
  - Replacing of summit filters on glycol systems
  - Checking of pressure relief valves on hot water tanks
  - Checking and operation of emergency generators
- Ensures all procedures completed are logged into a preventative maintenance manual
- Schedules preventative maintenance as required on a daily, weekly, monthly, semi-annual, or annual basis
- Ensures all mechanical equipment have a daily log sheet
- Ensures storage, server, electrical and mechanical equipment rooms are clean and hazard free
- Ensures all emergency shutoffs and locations of electrical panels are logged on a school site map
- Ensures all equipment used by caretakers is maintained to avoid any down time
- Work as a team member to ensure the timely resolution of general maintenance requirements
- Provides a work log of repair (minor maintenance) items required for the building

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