

JOB DESCRIPTION

Benchmark Job #026

Ministry: Children and Families
Branch: Administration
Location: Willow Clinic

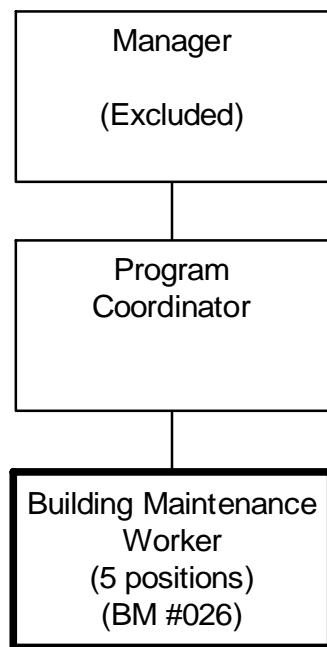
Working Title: **Building Maintenance Worker**
Level: Range 6
Classification: Building Maintenance Worker

PRIMARY FUNCTION

To maintain standards of cleanliness and take care of the housekeeping needs of a long term care facility

JOB DUTIES AND TASKS

1. Maintains cleanliness of floor areas on wards of an institution for mentally handicapped patients
 - a. dusts, sweeps, scrubs and mops floors and stair landings
 - b. scrubs, strips, refinishes and buffs floors
 - c. vacuums and shampoos rugs and upholstery
 - d. relocates patients to other areas while cleaning
 - e. measures and mixes chemical solutions to clean and sanitize wards
2. Takes care of the housekeeping needs of wards
 - a. removes draperies, arranges for dry-cleaning and rehangs when cleaned
 - b. cleans windows, walls and radiators
 - c. restocks soap, paper towels and related consumable supplies
 - d. adjusts work schedule to minimize disruptions for patients
3. Performs other related duties
 - a. moves laundry, furniture and clothing as required
 - b. requisitions cleaning and paper supplies and completes cleaning reports
 - c. performs outdoor, grounds-keeping duties such as sweeping, hosing, pressure washing and shovelling snow
 - d. maintains cleaning equipment such as floor polisher and vacuum cleaner by changing vacuum bags and scrubber brushes
 - e. operates vehicle within grounds of institution to move items such as clothing and night tables
 - f. climbs ladders and scaffolds to hang drapes and pressure wash outside walls
 - g. familiarizes new employees with housekeeping needs



REASON FOR CLASSIFICATION

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Know several work tasks and understand instructions to manually, or by operating various cleaning equipment, clean wards and facilities in an institution and select and mix cleaning solutions.</p>	A	20
2	<p>MENTAL DEMANDS Judgement to select a known action in completing specific tasks to operate various pieces of cleaning equipment, to manually clean wards and facilities, to select and mix cleaning solutions, to requisition supplies and to complete cleaning reports.</p>	B	40
3	<p>INTERPERSONAL COMMUNICATIONS SKILL Courtesy required to exchange information related to cleaning duties with ward staff and patients.</p>	A	10
4	<p>PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to drive vehicle within institution grounds to move items.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by set routines, makes minor changes in known job tasks to operate various pieces of cleaning equipment to sweep, scrub, wash, wax and polish floors and manually wash walls and facilities.</p>	A	15
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Financial responsibility to complete requisitions to order supplies.</p>	A	5
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Moderate responsibility to operate a vehicle within grounds to move items.</p>	C	15

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Limited responsibility for human resources to provide informal orientation to the workplace to new employees.	A	5
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Moderate care and attention to keep a clean environment for staff and residents of an institution.	C	15
10	SENSORY EFFORT/MULTIPLE DEMANDS Normal sensory concentration to occasionally visually and by touch and smell check work area for cleanliness.	A	3
11	PHYSICAL EFFORT Heavy physical effort to almost always sweep, mop and vacuum and operate heavy and awkward cleaning equipment.	E	24
12	SURROUNDINGS Exposure to unpleasant odours at an institution almost always.	D	9
13	HAZARDS High level of exposure to hazards from almost always working around mentally handicapped patients who may react violently.	E	12

Total Points: 188

Level: Range 6