

## Canadian Mental Health Association Shuswap/ Revelstoke Branch

### Job Description

**Job Title** –Custodial Attendant

**Areas of responsibility** – Housing Department and Property Management

**Work area** – CMHA Properties

**Reports to** – Manager of Affordable Housing and Properties, Executive Director

**Bargaining Unit** – HEU, Community Sub-sector

**Classification** – Grid 3, Benchmark 80350

**Developed** – 2022

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### **Job Summary**

Responsible for the custodial duties and some assisting in minimal maintenance duties of all CMHA Shuswap/Revelstoke Branch housing programs and properties.

### **Typical Duties and Responsibilities**

- Create and nurture a supportive and respectful community. Deal promptly and courteously with all matters. Interacts and communicates respectfully with tenants and reports incidents to appropriate staff and authorities.
- Cleans internal entranceways, stairwells, hallways, common spaces, elevators, bathrooms, laundry rooms, and office spaces in all CMHA Shuswap/Revelstoke Branch housing programs and properties.
- Monitors maintenance and housekeeping supplies. Takes inventory, maintains equipment and supplies for routine maintenance, arranging repairs, ensuring required supplies are on hand.
- Cleans external entranceways, sidewalks, windows, parking lots, using manual and power equipment. Cleans building areas using various cleaning equipment.
- Collects and removes garbage and recyclable materials and ensures safe disposal of hazardous materials.
- Performs seasonal outdoor duties including snow removal tasks and lawn maintenance tasks such as mowing, raking, weeding, pruning, and watering.
- Performs basic maintenance and repair work such as unplugging sinks and toilets, filling nail holes, touching up paint, checking oil and fluid levels in equipment, and replacing tap washers light bulbs fluorescent tubes and door handles. Notify supervisor of major repair and maintenance requirements. Contacts external contractors and trades people to obtain quotes if required.
- Transports equipment, furniture and supplies manually using aids such as dollies and carts when necessary.
- Maintains security of property by performing end of day duties such as inspecting buildings and grounds, checking doors and windows in common spaces ensuring buildings are secure.
- Performs other related duties as assigned.

### **Typical Education, Training and Experience**

- Grade 12
- Experience in Custodial duties
- Some maintenance skills
- Valid Class V BC Driver's License
- Must have use of personal vehicle
- Certificates in CPR, First Aid, WHIMIS, Non- Violent Crisis Intervention, knowledge of mental illness
- Conflict resolution and crisis intervention skills
- Combination of education and experience determined to be reasonable and relevant to the level of work

### **Typical Skills and Abilities**

- Physical ability to carry out the duties of the position
- Ability to work independently and in cooperation with others
- Must be able to establish and maintain a positive rapport with tenants and team members
- Ability to operate related equipment
- Ability to communicate effectively, both verbally and in writing
- Ability to organize and prioritize
- Ability to analyze and resolve problems
- Must be agreeable to being On- call and responding after hours
- Must be agreeable to a flexible work schedule
- Must be proficient in computer technology
- Must be self-directed to plan work activities and set goals for the position
- Evidence of appropriate grooming and manner of conduct
- Ability to adhere to budgets
- Good physical and mental health
- We follow the Provincial Health Orders and require proof of double vaccination of COVID19.