



LOOKOUT EMERGENCY AID SOCIETY

Job Description

Lookout Emergency Aid Society is the "safety net" which provides minimal barrier housing and a range of services to destitute and low income adult men and women who have few, if any options, and who demonstrate an inability to meet their own needs.

Job Title: **Janitor/Maintenance Worker**

Classification:

Benchmark Match: Maintenance Worker
80400

Date Prepared: February 25, 2002

JOB SUMMARY:

The Janitor/Maintenance Worker reports to Building Support Services Manager or designate and works in accordance with the mission and philosophy of Lookout Emergency Aid Society including following Lookout's Code of Ethics. Duties and responsibilities include performing a variety of maintenance and repairs to buildings, grounds and equipment in one or more areas such as electrical, plumbing and painting. Performs a variety of cleaning duties such as sweeping, mopping floors, vacuuming, dusting, laundry and washing walls, windows and ceilings.

DUTIES AND RESPONSIBILITIES:

1. Performs a variety of cleaning duties to ensure the cleanliness of the facilities including attention to toilets and bathing rooms, walls, floors, sinks, kitchen area(s), trash containers and windows through methods such as sweeping, vacuuming, washing, mopping, disinfecting and waxing. Encourages and supports clients to assist.
2. Performs a variety of maintenance and repair duties by performing duties such as repairing furniture, constructing shelves, installing switches, replacing plugs and other basic appliance repairs, applying paint and other finishes, repairing drywall, disassembling and reassembling equipment, replacing sinks and toilets and applying finishing material such as linoleum. Prepares estimates of maintenance and repair costs.

3. Performs a variety of work related to contractors including monitoring work performed by contractors, contacting external contractors and tradespeople to obtain quotes, and arranging for major repairs and maintenance work.
4. Performs a variety of preventative maintenance duties to ensure emergency back-up systems function according to established standards by performing duties such as testing systems, replacing batteries, ensuring door alarms are on and working.
5. Maintains a safe environment by performing duties such as security checks on the building exterior and interior, restricting unauthorized access to the building and liaising with the police, reporting any suspicious activities.
6. Performs a variety of preventative maintenance duties for equipment and buildings by performing duties such as recognizing areas/equipment requiring maintenance, completing repairs and/or reporting issue to supervisor for action.
7. Performs a variety of garbage duties such as removing garbage from premises, emptying wall needle disposal units into bulk disposal, keeping garbage container area clear and monitoring disposal service pick-up; advises management of any problems.
8. Monitors the condition and cleanliness of tenant rooms, assisting clients as needed to maintain rooms in good and clean condition, aiding tenants with minor maintenance and repair work, reporting concerns to the Building Manager.
9. Maintains the exterior of the facilities and grounds by performing duties such as washing sidewalks, walls and windows, collecting litter and picking up leaves.
10. Monitors maintenance and cleaning supplies by performing duties such as placing purchase orders with external suppliers, receiving supplies, checking invoices against orders and goods received, storing and distributing supplies and contacting suppliers to obtain and provide general information.
11. Participates as a team member with other staff to ensure a safe and caring environment by performing duties such as responding to emergency issues and supporting others through methods such as sharing of knowledge and information.
12. Observes clients and their environments to ensure the safety of clients and the premises by performing duties such as reporting unsafe conditions, incidents and/or behaviours, interacting with clients including observing client behaviour, investigating disturbances, dealing with client emergencies in accordance with guidelines and reporting incidents to appropriate staff or authorities. Records observations for communication to other staff.
13. Provides direction to client(s), volunteer(s) and/or community placements assigned to work area by performing duties such as demonstrating tasks, monitoring work, supporting client(s), volunteer(s) and/or community placements in completing functions and maintaining their work and attendance schedules.

14. Maintains related manual and computerized records by performing duties such as completing documentation for maintenance and repairs performed and log book on client interactions.
15. Performs other related duties as assigned.

QUALIFICATIONS:

Education, Training and Experience

Grade 12, Basic First Aid Training Certificate, plus two (2) years of recent related experience or an equivalent combination of education, training and experience.

Crisis Intervention Skills Training an asset.

A minimum of two (2) years' sobriety if having alcohol and/or drug problems.

Skills and Abilities

- i) Demonstrated ability work independently.
- ii) Demonstrated ability to communicate effectively both verbally and in writing.
- iii) Demonstrated physical/mental ability to perform the duties of the job.
- iv) Demonstrated ability to operate related equipment.
- v) Demonstrated suitability to work with disadvantaged and challenging adults in a diverse environment.
- vi) Demonstrated ability to organize work.
- vii) Demonstrated ability to deal with others effectively.
- viii) Demonstrated ability to provide work direction.
- ix) Demonstrated ability to understand and maintain client/worker boundaries.