

TOWNSHIP OF MONTAGUE
JOB DESCRIPTION

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| DEPARTMENT: | ADMINISTRATION |
| JOB TITLE: | Part-time Janitor (6 hours per week) |
| PAY GRID: | \$21.77-\$25.24 per hour plus vacation pay |
| SUPERVISOR: | Municipal Manager |
| REVISION DATE: | July 14, 2025 |

POSITION SUMMARY:

Reporting to the Municipal Manager or delegate, the Part-time/On-Call Janitor performs a wide range of duties contributing to the maintenance and cleanliness of the Public Works Garage Facilities and the Fire Hall Facilities all located at 6547 Roger Stevens Drive. The Part-time Janitor will practice safe working habits while performing cleaning operations and comply with all safety regulations and Ministry guidelines. The position will consist of approximately two (2) shifts per week for 3 hours each shift.

DUTIES AND RESPONSIBILITIES:

- Attends work on an as needed basis, arriving in a timely manner and following the schedule as provided by the Municipal Manager or delegate.
- Follows daily, weekly, monthly and seasonal scheduled cleaning and plans for ongoing cleaning needs on a seasonal basis.
- Performs tasks such as; garbage/recycle collection and disposal, sweeping, vacuuming, mopping floors, cleaning and re-stocking washrooms, striping and waxing floors, and cleaning windows based on established cleaning routines as established by the Municipal Manager.
- Reports to the Municipal Manager any general repairs or maintenance as required to maintain the complex.
- Moves furniture, supplies and miscellaneous equipment for detailed cleaning.
- Manages ongoing inventories of cleaning supplies. Communicates stock and supply needs to Municipal Manager or delegate.
- Communicates any/all concerns of a health and safety nature to a representative in a timely manner. Complies with proper storage of chemicals and equipment. Ensures all security measures, policies, facility procedures and health and safety procedures are followed at all times.
- Assists with building security, closing all doors and arming security system.
- Participates in all assigned and required training.

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- Promotes workplace positivity and open communication with peers.
 - Ensures all SDS sheets for cleaning products are located in one binder in a location to known to all employees.

The above generally describes the duties of the position. However, municipal work is varied in nature; employees will be required to perform duties in addition to the above from time to time as directed by the Municipal Manager.

POSITION REQUIREMENTS:

EDUCATIONAL REQUIREMENTS:

1. Completed Ontario Secondary School Diploma (OSSD) or 2 years' experience working in a commercial cleaning environment and performing custodial and/or janitorial duties.

EXPERIENCE:

Minimum two (2) years' experience in a commercial cleaning environment and performing custodial duties and/or other relevant experience.

SKILLS AND COMPETENCIES:

1. Ability to lift objects unassisted averaging 50lbs, carry boxes
2. Ability to operate hand tools, power tools and other related equipment
3. Excellent verbal and written communication skills
4. Ability to follow directions
5. Efficient time management skills
6. Good problem-solving skills
7. Ability to read, understand and follow safety procedures and manuals
8. Great attention to detail
9. Knowledge of building repairs and maintenance such as plumbing, drywall, painting, electrical, etc. to report issues to the Municipal Manager.
10. Knowledge of security and emergency procedures to ensure the security of the facility and the safety of patrons.
11. Must possess & maintain a valid Ontario Class "G" Driver's license with clear driving abstract.
12. Must be able to provide a clean Police Record.

13. Commitment to a team approach and a strong focus on customer relations and customer satisfaction.

14. High level of initiative is required with the ability to work with limited supervision.

WORKING CONDITIONS:

This position is a Part-time position and requires evening or weekend work. Periodically, some additional work outside of regular cleaning hours may be required to complete special requests or time sensitive projects.

PHYSICAL DEMANDS:

Repetitive physical actions: standing, bending, twisting, pushing, reaching, lifting, walking, kneeling, grasping, use hand to finger, handle to feel, and regular movement with choice; use of standard and commercial cleaning equipment, tools, motorized equipment, and appliances; light, moderate and heavy lifting required (50 lbs min.) unassisted, moving furniture and chemical containers, moderate visual demands require close and distant vision. Staff may be required to stand for full shift and walk on uneven ground.

ENVIRONMENTAL CONDITIONS:

This position involves the frequent use of chemicals and exposure to fumes/unpleasant odors and possible airborne particles. Possible contact with blood borne pathogens and/or bodily fluids. The employee also works outside in ranging weather conditions.

The environment may be busy, noisy, often dealing with several requests by staff/public during short intervals of time. The employee must be a good communicator and be able to manage various issues with staff and the public. Must be prepared and able to work both indoors and out; weather conditions ranging from very cold to very hot and humid. The Part-time Janitor may be exposed to unpleasant sights and smells.

The Part-time Janitor may at times be exposed to dangerous and/or toxic substances and must take the necessary precautions to protect eyes, nose and skin from irritation and infection.

SENSORY DEMANDS:

The employee is required to be able to hear conversations in quiet and noisy environments. Regular exposure to fumes from products such as; cleaning agents, floor stripper, floor wax and disinfectants. The employee is required to work in indoor/outdoor environments. This position requires the use of cleaning equipment such as broom, mop, vacuum and floor polisher.

MENTAL DEMANDS:

The employee must be able to manage schedules and tight timelines while accommodating unplanned interruptions. Prioritized duties are required as well as reading, writing and math skills. Excellent organization and time management skills will be needed to complete the required tasks. Occasional exposure to difficult users. Demonstrated ability to maintain a professional demeanor and confidentiality when handling complaints.

Must be able to read and comprehend instructions, product/chemical labels related to cleaning supplies, power tools and motorized equipment, invoices, packing slips, deliveries and schedules.

SAFETY:

The Township of Montague believes that all accidents can be prevented. While performing the above duties, employees shall make safety an integral part of every task and job. Employees shall be familiar with the Township's Safety Policy and understand their:

- Right to Participate;
- Right to Know;
- Right to Refuse Unsafe Work; and
- Right to Stop Dangerous Work.

All employees must follow the Township's Health and Safety Policy and comply with the Occupational Health and Safety Act.

WORKING RELATIONSHIPS:

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| INTERNAL | Municipal Manager, Department Heads, Support Staff, Members of Council. |
| EXTERNAL | General Public, Agency Partners (i.e. Health Unit, Ministry Representatives), Other Government Bodies, Supplier Representatives |

APPROVED:

Employee

Municipal Manager