



**COUNTY OF GRANDE PRAIRIE
JANITORIAL LEAD-HAND**

JOB TITLE:	CURRENT CLASSIFICATION/GRID:	POSITION #
Janitorial Lead Hand	AD Grid Level 3(d)	533
STANDARD HOURS:	35 hours/week non-management	
NOC CODE: 6733		

DIRECT REPORT	SUPERVISOR'S CLASS/GRID	POSITION #
Facilities Specialist	AD Grid Level 8(h)	531

DEPARTMENT/UNIT	DIVISION	LOCATION
Facilities	Corporate Services	Various

PROGRAM FUNCTION:

The Corporate Services division is responsible for legislative, information systems, records management, FOIP, communications and facilities support for the organization.

PURPOSE OF JOB:

Directly reporting to the Facilities Specialist, the Janitorial Lead Hand is responsible for the coordination of all custodian/janitorial services and supplies for the County buildings, as follows: Community Services Building (admin only), Public Works/IT building, Public Works Shop, Main Administration building, FCSS building and the Wellington Resource Centre. This may include Hythe facilities and/or other facilities. Work is performed without immediate supervision in assigned areas.

Job Duties and Tasks:

- Coordinating Janitorial staff, including scheduling, providing coverage for absences
- Regularly inspecting the quality of work to ensure compliance with standard safety and operating procedures, as well as Occupational Health and Safety regulations
- Using and providing proper PPE to janitorial staff
- Ordering and issuing cleaning supplies and equipment to janitorial staff as needed
- Maintaining inventory management of all cleaning supplies and equipment
- Assisting with the screening and hiring of new job applicants

- Provide coaching, and training in janitorial methods and procedures including proper operation and maintenance of equipment used
- Resolving conflicts between janitorial staff in an efficient manner
- Attending meetings and in-service training sessions as required
- Performing all janitorial duties necessary in instances of staff shortages
- Participate in daily/weekly/monthly departmental meetings including Health & Safety toolbox meetings
- Record and report all maintenance issues found during inspections promptly
- Ensure Health and safety standards are met
- Prepare budget and cost estimates for supplies
- Direct, control and evaluate supply usage for inventory control
- Administrative duties including coordinating with the Facilities Specialist on timesheet approvals, WCB claims, AP invoice processing
- Maintaining Material Safety Data Sheets (MSDS)
- Proper use and minor maintenance of cleaning equipment such as floor scrubbers, buffers, carpet shampoo machines etc.
- Remains current with changing technology, practices and equipment
- Applies knowledge of established policies and procedures to respond to staff questions and requests for service
- Resolves procedural and operational problems, and coordinates work activities
- Draft divisional policies such as, Safe Operating Practices and Procedure instructions
- Develops short- and long-term objectives
- Understanding and following written and oral instructions
- Maintain constant communication with vendors to ensure low cost of products received
- On call as required which may include set up of open-house functions or special events
- Detail oriented cleaning professional with outstanding interpersonal communication skills
- Establishing and maintaining effective working relationships
- Display professionalism when interacting with others through the course of the work
- Other administrative tasks as assigned by the Facilities Specialist or Director of Corporate Services

QUALIFICATIONS STATEMENT

Education and Experience:

- Grade 12 Education (or equivalent)
- Minimum of 2 years previous experience
- Valid Class 5 driver's license and acceptable driver's abstract
- Reliable transportation
- Satisfactory Criminal Records Check
- Previous experience in the janitorial field

Knowledge, Skills and Abilities:

- Ability to interact well with and respond to notifications and service requests from management, Council or other staff
- Good communication and interpersonal skills for corresponding effectively and professionally with co-workers and other staff
- Ability to use judgement and tact when providing information
- Ability to work independently and to set priorities
- Initiative and time management skills required to organize your work and that of the janitorial team
- Knowledge of OHS standards and practices
- Basic computer skills and knowledge
- Ability to operate and maintain appropriate tools and equipment
- Ability to work effectively as a member of a team
- Physically capable of performing the duties of the position
- Responsible to ensure building security and customer safety
- Ensure all work-related information is kept confidential as per policy in accordance with Freedom of Information and Protection of Privacy Act
- Ability to comply with records management practices as stated in the Records Management Policy

Core Competencies:

- Teamwork
- Customer Focus
- Interpersonal Skills
- Communication
- Confidentiality
- Record Keeping
- Collaboration
- Transparent
- Respectful
- Trustworthy

Training Matrix:

- Leadership for Safety Excellence (4 modules – Supervisor's Role, Hazard Assessment, Inspections, Investigations)
- Defensive Driving
- First Aid including AED
- Hazard Identification, Assessment & Control
- Musculoskeletal Injury Prevention - Physically Demanding and Office Environment
- Working Alone
- Workplace Violence Prevention
- Prime Contractor
- WHMIS
- Anti-Racism Policy Training
- Fit for Work Policy Training for Managers and Supervisors
- Reasonable Suspicion Training

JOB DESCRIPTION CERTIFICATION:

I have read this job description:

Incumbent's Signature	Name (print)	Date
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This job description is an accurate statement of the position's assigned duties, responsibilities, and reporting relationships.

Supervisor's Signature	Name (print)	Date
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This Job Description is in the appropriate format and contains sufficient data for its evaluation in the County Job Evaluation Plan:

HR Manager's Signature	Name (print)	Date
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