



Position Profile

January 2025

Position Title:	Community Facilities Custodian
Reporting Relationships:	Reports to: Community Facilities Manager Internal Relationships: Employees External Relationships: Residents, Clients, & User Groups
Overall Position Mandate:	The Community Facilities Custodian is a part-time position and is responsible for performing day-to-day janitorial, maintenance and ground-keeping duties at the New Maryland Centre and Victoria Hall to ensure a safe, clean, healthy and attractive environment.
Primary Position Responsibilities:	<p><i>Following are the primary duties and position responsibilities of the Community Facilities Custodian. The following statements are intended to describe the nature and level of work being performed, but may not be an exhaustive list of all duties. Other duties and responsibilities may be assigned by the Community Facilities Manager and/or CAO/Clerk.</i></p> <ol style="list-style-type: none">1. Provides janitorial services for the New Maryland Centre and Victoria Hall.2. Performs general maintenance on the New Maryland Centre, Victoria Hall and other municipal facilities as requested.3. Maintains the entrance and immediate grounds of the New Maryland Centre and Victoria Hall.4. Performs other duties to assist in the operation of the New Maryland Centre and Victoria Hall.5. Ensures accuracy and expediency.6. Manages workload.7. Applies efficient and effective communication.

<p>Key Position Activities supporting Primary Position Responsibilities:</p>	<p>1. Provides janitorial services for the New Maryland Centre and Victoria Hall.</p> <ul style="list-style-type: none"> • Under the direction of the Community Facilities Manager, provides routine janitorial services, including sweeping, mopping, polishing and scrubbing of facilities and equipment; • Responsible under the direction of the Community Facilities Manager for the set-up and take-down of all tables & chairs required for standard rentals and functions, including helping with furniture and equipment, carrying supplies, etc.; • Performs routine clean-up tasks following rentals including the disposal of garbage and the thorough cleaning of all kitchen, washroom, meeting room and other facilities; • Inspects the facilities prior to usage and identifies the need for any emergency repairs or interventions to ensure that the facilities are safe, secure and free of hazards to the public; and • Ensures that the facilities are locked and secured upon exit.
	<p>2. Performs general maintenance on the New Maryland Centre, Victoria Hall and other municipal facilities as requested.</p> <ul style="list-style-type: none"> • Performs general carpentry repairs; • Performs “touch up” painting and other small interior and exterior painting jobs as requested, including but not limited to, minor wall repairs such as crack-filling, sanding and painting; • Changes UV lamps, light bulbs, water filters, etc. and maintains, range hood, refrigerator condensers, etc.; • Performs regular maintenance and minor repairs; • In consultation with the Community Facilities Manager, schedules preventative maintenance tasks at times that are most suitable; and • Monitors the use of equipment and facilities and brings any issues or concerns, including public safety risks or the need for major repairs, to the attention of the Community Facilities Manager or the CAO/Clerk.
	<p>3. Maintains the entrance and immediate grounds of the New Maryland Centre and Victoria Hall.</p> <ul style="list-style-type: none"> • Performs ground-keeping tasks to ensure that the facilities are presentable during all seasons (e.g.: collecting cigarette butts and garbage from parking lot and grounds, changing garbage receptacle at front door, inspecting dusk to dawn lights, etc.); • Shovels snow from the entrance, steps and emergency exits in winter and ensures that the facilities are accessible to the public.

<p>Key Position Activities supporting Primary Position Responsibilities Cont.:</p>	<p>4. Performs other duties to assist in the operation of the New Maryland Centre and Victoria Hall.</p> <ul style="list-style-type: none"> • Provides input and advice to the Community Facilities Manager for the development of proposals, budgets or project plans related to the maintenance and improvement of the New Maryland Centre and Victoria Hall; • Assists in the administration duties of the operations of the facilities at the request of the Community Facilities Manager; and • Works collaboratively with other staff to conduct work efficiently, effectively and in a manner that optimizes available resources.
	<p>5. Ensures accuracy and expediency.</p> <ul style="list-style-type: none"> • Quickly applies initiative in all situations to ensure expeditious completion of assignments and required transactions; and • Ensures processes are in place to facilitate accuracy and attention to detail as part of normal work practices.
	<p>6. Manages workload.</p> <ul style="list-style-type: none"> • Efficiently manages workload and other related work activities as required by areas of responsibility and assignments given by the Community Facilities Manager; and • Organizes and implements work in a manner supporting the capability to complete a variety of tasks and job responsibilities; and
	<p>7. Applies efficient and effective communication.</p> <ul style="list-style-type: none"> • Ensures the Community Facilities Manager and other required internal and external relations are informed of issues and requisite policy matters on a timely basis; • Ensures all correspondence is completed on time and in a thorough and comprehensive manner in order to foster positive internal and external perceptions; and • Actively facilitates peers and client work relations and interactions in a positive and professional manner.
<p>Core Competencies & Organizational Values:</p>	<p>Personal characteristics and expectations consistent with Core Competencies & Organizational Values:</p> <p>Customer Confidentiality</p> <ul style="list-style-type: none"> • Ensure client, customer and supplier confidentiality is of primary concern and is committed to not discussing, showing or providing any information related to files or verbal discussions to any

Core Competencies & Organizational Values Cont.:

person(s), organization(s) or Village’s suppliers for any reason unless otherwise authorized by the CAO/Clerk.

Communications

- Communicates on a regular and timely basis information that is relevant to the Village of New Maryland and related employees.
- Communicates both one-on-one and in team settings, whichever is most appropriate and cost effective.
- Ensures two-way communication. Listens and delivers clear, concise messages to employees and residents.
- Constructively challenges organizational routines and practices, and supports new ideas.
- Communicates in a manner that influences and motivates.

Professional Development

- Participates in continuous learning. Is actively engaged in self-development. Utilizes success, setbacks, challenges and change as learning opportunities.
- Effectively utilizes feedback, coaching and the appraisal process as a developmental and re-directional productive tool.
- Attends formal training, either within or outside the workplace. Training is to be linked with results in improved performance.

Teamwork

- Proactively promotes a climate of teamwork.
- Demonstrates respect for the thoughts and opinions of others, and supports the outcome of the Team.
- Provides a positive role model.
- Demonstrates expertise in team problem solving, decision-making, consensus building, and conflict management.

Customer Focus

- Understands the link between the employees and residents.
- Initiates cost effective actions, innovations and plans to meet or exceed the needs of our residents.

Planning and Problem Solving

- Effectively handles multiple priorities by utilizing effective organizing, planning and time management skills.
- Manages workload strategically.
- Analyses and identifies problems and seeks relevant information to creatively generate viable solutions.

Persistence and Tenacity

- Possesses the perseverance required to overcome barriers to effective change.
- Is relentless in “follow through”.
- Demonstrates the persistence and stamina to translate decisions into action.
- Proactively overcomes barriers to success and perseveres through adversity.

<p>Core Competencies & Organizational Values Cont.:</p>	<p>Energy and Initiative</p> <ul style="list-style-type: none"> • As a self-starter, seeks challenges and with little direction takes initiative to solve problems and realize opportunities. • Displays and maintains a high activity level. • Has a bias for action and making things happen. <p>Integrity and Trustworthiness</p> <ul style="list-style-type: none"> • Builds relationships based on trust and integrity with all fellow employees and customers/residents. • Demonstrates care for safety and wellbeing of employees. • Builds positive relationships by demonstrating consistency in behavior, openness in communication, candor and a commitment to fairness and honesty. <p>Flexibility and Adaptability</p> <ul style="list-style-type: none"> • Demonstrates versatility in inter-personal relationships and management style. • Adapts to a wide range of situations. • Seeks and welcomes positive change, manages ambiguity and adapts to stressful situations.
<p>Qualifications:</p>	<p>To perform this job successfully an individual must be able to achieve each of the key objectives outlined previously. The minimum qualifications required to successfully perform the job of Community Facilities Custodian are as follows:</p> <ul style="list-style-type: none"> ❖ High School graduation; ❖ One to three years of experience in providing janitorial or building maintenance services; ❖ Valid New Brunswick driver’s license Class 5, as well as access and willingness to use a personal vehicle for work purposes; and ❖ Equivalent combinations of education and experience may be considered.
<p>Knowledge, Skills & Ability:</p>	<p>The following knowledge, skills and abilities are required:</p> <ul style="list-style-type: none"> • Knowledge of the general maintenance of a community or similar facility; • Knowledge of any relevant policies, procedures, rules or regulations, including Occupational Health and Safety regulations; • Skill in the use of tools and operation of equipment used in performing janitorial, maintenance and ground-keeping tasks; • Effective communication skills, including the ability to listen actively, respond verbally in a manner that is clear and respectful, and prepare written communications that are clear and concise; • Attention to detail and the commitment to maintain high standards in order to ensure a clean, safe, healthy and attractive environment;

<p>Knowledge, Skills & Ability Cont.:</p>	<ul style="list-style-type: none"> • Flexibility, including the ability to adapt to and work effectively within a variety of situations and with various individuals or groups; • Planning and organizational skills, including the ability to carefully plan and execute tasks within prescribed timeframes and improvise if necessary to handle unexpected situations or problems; • Time and stress management skills, including the ability to prioritize work, manage multiple demands, meet tight deadlines, remain calm during crises, respond constructively and support others in challenging situations; and • Teamwork and relationship-building skills, including the ability to establish and maintain effective working relationships with peers, subordinates, Council members, residents, government officials, auditors, contractors/suppliers, business representatives and other stakeholders.
<p>Working Conditions:</p>	<p>The role of Community Facilities Custodian requires irregular hours given the need to schedule janitorial and maintenance services around rentals and functions that may occur at various times of the day/evening and on weekdays or weekends, according to different schedules each week. The Community Facilities Custodian must be flexible and be available to perform work at various times that meet the needs of operating the facilities. During busy seasons and peak demand times, the Community Facilities Custodian may need to provide janitorial services for multiple meetings/events, including back-to-back bookings that will create stress in terms of the time available for event set up, take down, clean up, etc.</p> <p>The Community Facilities Custodian is required to use cleaning materials and may be in contact with chemicals that may cause irritation to the skin or eyes. The incumbent is also required to use tools and operate equipment that must be handled with safety and caution in order to avoid the risk of accident or injury.</p>
<p>Physical Requirements:</p>	<p>The Community Facilities Custodian may be required to lift and carry furniture, equipment and supplies. Periods of standing, walking, carrying and bending to arrange equipment/furniture, and perform cleaning, maintenance and ground-keeping tasks may result in muscle or back strain.</p>
<p>Hours of Work:</p>	<p>The Community Facilities Custodian position is a part-time position. The number of part-time hours typically required per week is approximately 20 – 25 hours, subject to change based on operational requirements.</p>

Hours of Work Cont.:	Work may be scheduled on evenings and weekends, and flexibility is frequently required to meet operational needs. It is also a requirement for the Community Facilities Custodian to work at the annual Remembrance Day Service.
Salary:	The salary for this position is based on an hourly rate plus 4% vacation pay.

Certification and Approval

Employee Certification	Supervisor – CAO/Clerk Certification
<p>I certify that I have read and understand the duties and responsibilities assigned to the position of Community Facilities Custodian.</p> <p>Employee Signature:</p> <hr/> <p>Employee Printed Name:</p> <hr/> <p>Date:</p> <hr/>	<p>I certify that this position profile is an accurate description of the duties and responsibilities of the position of Community Facilities Custodian.</p> <p>Supervisor (Community Facilities Manager) Signature:</p> <hr/> <p>Supervisor (Community Facilities Manager) Printed Name:</p> <hr/> <p>Date:</p> <hr/>

<p>Approved By CAO/Clerk</p> <p>Signature of CAO/Clerk:</p> <hr/> <p>Printed Name of CAO/Clerk:</p> <hr/> <p>Date:</p> <hr/>
