

Position: **Benchmark Job #084**

Ministry: Glendale Lodge Society

Working Title: **Building Maintenance Worker**

Branch: Housekeeping

Level: Range 6

Location: Glendale Lodge

NOC Code: 6661

PRIMARY FUNCTION

To perform housekeeping duties and maintain cleanliness in a designated area of a health care facility.

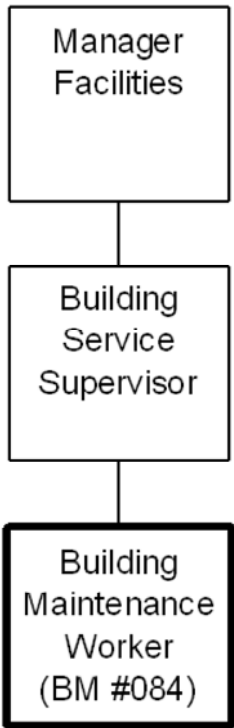
JOB DUTIES AND TASKS

1. Performs housekeeping duties and maintains cleanliness of a designated area in accordance with a daily schedule
 - a. sweeps, cleans and wet mops floor areas
 - b. vacuums and polishes floor areas
 - c. cleans and disinfects washrooms and tubs and restocks toilet paper, paper towels and soap
 - d. washes mattresses and wheelchairs
 - e. cleans windows and dusts in designated area
 - f. empties garbage cans
 - g. cleans kitchen cupboards, fridges and stoves
 - h. cleans up spills and messes as required
 - i. moves residents in order to access area to be cleaned
 - j. mixes detergents and solutions to clean and sanitize floors, walls and fixtures
2. Performs other related duties
 - a. reports any defective equipment or damage to furniture or areas
 - b. ensures that cleaning supplies and stock items are kept in a secure storage area
 - c. provides informal orientation to the workplace for new employees
 - d. moves furniture, equipment and mattresses

Manager
Facilities

Building
Service
Supervisor

Building
Maintenance
Worker
(BM #084)



FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
1	<p>JOB KNOWLEDGE</p> <p>Know several work tasks and understand instructions to manually, or by operating various pieces of cleaning equipment, clean wards and facilities in an institution.</p>	A	20
2	<p>MENTAL DEMANDS</p> <p>Judgement to select a known action in completing specific tasks to operate various pieces of cleaning equipment, to manually clean wards and facilities, to select and mix cleaning solutions and to clean alternate areas when target area is in use.</p>	B	40
3	<p>INTERPERSONAL COMMUNICATION SKILLS</p> <p>Courtesy required to exchange information related to cleaning with ward staff, supervisor and co-workers.</p>	A	10
4	<p>PHYSICAL COORDINATION AND DEXTERITY</p> <p>Basic coordination and dexterity required to sweep, mop and dust and to use vacuums and floor polishers to clean wards.</p>	A	5
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS</p> <p>Guided by set routines, makes minor changes in known job task to sweep and mop floors, dust and window clean, clean washrooms, mattresses and wheelchairs and restock paper supplies.</p>	A	15
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES</p> <p>No financial responsibility.</p>	A	5

FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</p> <p>Some responsibility to maintain cleanliness of ward by operating cleaning equipment such as vacuum cleaners and floor polishers.</p>	B	10
8	<p>RESPONSIBILITY FOR HUMAN RESOURCES</p> <p>Limited responsibility for human resources to provide informal orientation to the workplace to new employees.</p>	A	5
9	<p>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</p> <p>Moderate care and attention to keep a clean environment for staff and residents at an institution.</p>	C	15
10	<p>SENSORY EFFORT/MULTIPLE DEMANDS</p> <p>Normal sensory concentration to occasionally visually and by touch and smell check work area for cleanliness.</p>	A	3
11	<p>PHYSICAL EFFORT</p> <p>Heavy physical effort to regularly lift, push and pull heavy furniture, equipment and mattresses.</p>	E	24
12	<p>SURROUNDINGS</p> <p>Exposure to body fluids almost always while cleaning wards in an institution.</p>	D	9
13	<p>HAZARDS</p> <p>High level of exposure to hazards from almost always working around mentally handicapped patients who may react violently.</p>	E	12

Total Points: 173

Level: Range 6