

TOWNSHIP OF NIPISSING

POSITION DESCRIPTION: MUNICIPAL FACILITIES MAINTENANCE PERSON

Reports to: Municipal Administrator or designate.

Employment type: Contract, independent contractor relationship.

Expectation: 95 hours of work per month, some exceptions will be made for additional tasks as required and with approval in advance.

Payment: Payment will be provided at the end of each month. Submission of a detailed time sheet to the Township Office will be required prior to payment being processed.

Duties:

Community Centre – 2381 Highway 654

- Supply maintenance – maintain sufficient inventory of cleaning and operation supplies, order as required from provided suppliers and pick up supplies as required.
This includes but is not limited to:
 - ❖ Cleaning solutions
 - ❖ Paper products
 - ❖ Garbage bags
 - ❖ Dish soap
 - ❖ Dishwasher supplies
 - ❖ Hand soap
 - ❖ Cleaning aids – mop, broom, etc.
 - ❖ Lightbulbs
- Cleaning duties:
 - Sweep and Wash floors and stairs including tile, linoleum or vinyl floors
 - Vacuum carpets, door mats *ensure suitable safe use condition
 - Wash/disinfect surfaces of counters, tables, windowsills, door handles, common surfaces
 - Clean/disinfect washroom facilities including toilets, urinals, sinks and counters. Monthly wash walls.

***Summer** these tasks can be weekly unless frequent use/weather conditions require more often; **Winter** these tasks will be done twice per week unless frequent use/weather conditions require more often.

- *Annually* wash walls of community centre, kitchen, hallways and stairways. Includes dusting of light fixtures and ceiling tiles.
- *Annually* wash inside/outside all windows and window trim.
- *Twice Annually* wash inside/outside of all cabinets, removing contents.

After a hall and kitchen rental:

Ensure that the kitchen is clean, common surfaces and sinks cleaned and disinfected; fridge units are wiped down and clean; stoves/ovens are clean; dishes are all washed and dishwasher/sterilizer units have been unloaded with dishes returned to cupboards; all garbage and recycling has been removed from kitchen and bathroom areas; tables/chairs have been wiped down and returned to their storage positions; bathrooms are clean and sanitized; floors/carpets are clean.

Fitness Centre – 2381 Highway 654 (lower level)

- Supply maintenance – maintain sufficient inventory of cleaning and operation supplies, order as required from provided suppliers and pick up supplies as required.
This includes but is not limited to:
 - ❖ Cleaning solutions
 - ❖ Paper products
 - ❖ Garbage bags
 - ❖ Hand soap
 - ❖ Cleaning aids – mop, broom, etc.
 - ❖ Lightbulbs
- Cleaning duties:
 - Sweep and Wash floors and stairs including tile, linoleum or vinyl floors
 - Vacuum carpets, door mats *ensure suitable safe use condition
 - Dust/wash/disinfect surfaces of all exercise equipment, tables, windowsills, door handles, common surfaces including member cubby spaces.
 - Clean/disinfect washroom facility including toilet, shower, sink and shelves. Monthly wash walls.

***Summer** these tasks can be weekly unless frequent use/weather conditions require more often; **Winter** these tasks will be done twice per week unless frequent use/weather conditions require more often.

- *Annually* wash walls of fitness centre, hallways and stairways. Includes dusting of light fixtures and ceiling tiles.
- *Annually* wash inside/outside all windows and window trim.

When cleaning equipment, note any damage, wear or areas of concern and report it to the Municipal Administrator or designate as soon as possible. *If the defect, in your opinion, presents an immediate safety concern to users, place an "Out of Service" placard on the item, take a photo and report to the Municipal Administrator or designate immediately.

Fire Station #1 – 2381 Highway 654

- Supply maintenance – maintain sufficient inventory of cleaning and operation supplies, order as required from provided suppliers and pick up supplies as required.

This includes but is not limited to:

- ❖ Cleaning solutions
- ❖ Paper products
- ❖ Garbage bags
- ❖ Dish soap
- ❖ Hand soap
- ❖ Cleaning aids – mop, broom, etc.
- ❖ Lightbulbs

- Cleaning duties:

- Sweep and Wash floors and stairs including tile, linoleum or vinyl floors
- Vacuum carpets, door mats *ensure suitable safe use condition
- Wash/disinfect surfaces of counters, tables, windowsills, door handles, common surfaces
- Clean/disinfect washroom facilities including toilets, urinals, shower, sinks and counters. Monthly wash walls.

***Summer** these tasks can be weekly unless frequent use/weather conditions require more often; **Winter** these tasks will be done twice per week unless frequent use/weather conditions require more often.

- *Annually* wash walls of office areas/training area, kitchen, hallways and stairways. Includes dusting of light fixtures and ceiling tiles.
- *Annually* wash inside/outside all windows and window trim.

Other duties required at 2381 Hwy 654:

- Power wash the siding of the building annually.
- Sweep doorways, remove snow from generators, doorways and stairs (regular maintenance of this provided by Public Works, widening of openings and fine clearing of the areas will be required when attending the facility).
- Sweeping of light fixtures and doorways for dust and cobwebs periodically.
- Shoveling/sweeping of the entrance ramp to the Community Centre.
- Windows of the Fitness Centre (outside) will need to be swept after lawn care activities periodically.

Fire Station #2 – 3509 Highway 534

- Supply maintenance – maintain sufficient inventory of cleaning and operation supplies, order as required from provided suppliers and pick up supplies as required.

This includes but is not limited to:

- ❖ Cleaning solutions
- ❖ Paper products
- ❖ Garbage bags
- ❖ Dish soap
- ❖ Hand soap
- ❖ Cleaning aids – mop, broom, etc.
- ❖ Lightbulbs

- Cleaning duties:
 - Sweep and Wash floors and stairs including tile, linoleum or vinyl floors
 - Vacuum carpets, door mats *ensure suitable safe use condition
 - Wash/disinfect surfaces of counters, tables, windowsills, door handles, common surfaces
 - Clean/disinfect washroom facility including toilets, shower, sink and counter. Monthly wash walls.
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These tasks can be weekly unless frequent use/weather conditions require more often.

- *Annually* wash walls of office areas. Includes dusting of light fixtures and ceiling tiles.
- *Annually* wash inside/outside all windows and window trim (after the annual Fly Spraying in September).

Other duties required at 3509 Hwy 534:

- Power wash the siding of the building annually.
- Sweep doorways, remove snow from generator, doorways and stairs (regular maintenance of this provided by Public Works, widening of openings and fine clearing of the areas will be required when attending the facility).
- Sweeping of light fixtures and doorways for dust and cobwebs periodically.

Landfill Buildings – 2719 Highway 654 and 3513 Highway 534

- Supply maintenance – maintain sufficient inventory of cleaning and operation supplies, order as required from provided suppliers and pick up supplies as required.

This includes but is not limited to:

- ❖ Cleaning solutions
- ❖ Paper products
- ❖ Garbage bags
- ❖ Hand soap
- ❖ Cleaning aids – mop, broom, etc.
- ❖ Lightbulbs
- ❖ Refill water for hand washing stations (5 gallon pails at each site, filling can be done at each Fire Station)

- Cleaning duties:

Weekly at each site:

- Sweep and Wash floors inside each building.
 - Shake out or vacuum carpets, door mats *ensure suitable safe use condition.
 - Wash/disinfect surfaces of counters, tables, windowsills, door handles, common surfaces.
- Monthly – clean and re-stock the Portable Washroom Units.
- *Annually* wash walls of office building. Includes dusting of light fixtures and ceiling tiles.
 - *Annually* wash inside/outside all windows and window trim.

Other duties required at Landfill Buildings:

- Power wash the siding of the building annually.
- Sweeping of light fixtures and doorways for dust and cobwebs periodically.

Public Works Garage – 27 Beatty Street

- Supply maintenance – maintain sufficient inventory of cleaning and operation supplies, order as required from provided suppliers and pick up supplies as required.

This includes but is not limited to:

- ❖ Cleaning solutions
- ❖ Paper products
- ❖ Garbage bags
- ❖ Hand soap
- ❖ Cleaning aids – mop, broom, etc.

- Cleaning duties:

Weekly:

- Clean/disinfect washroom facility including toilet, sink and counters. Monthly wash walls.
- Remove garbage from washroom.
- *Annually* wash inside/outside all windows and window trim.

Rink Building – 14 Blake Street

- Supply maintenance – maintain sufficient inventory of cleaning and operation supplies, order as required from provided suppliers and pick up supplies as required.

This includes but is not limited to:

- ❖ Cleaning solutions
- ❖ Paper products
- ❖ Garbage bags
- ❖ Hand soap
- ❖ Cleaning aids – mop, broom, etc.
- ❖ Lightbulbs

- Cleaning duties:

Weekly (May – August; January – February) Monthly (March-April; September-December):

- Sweep and Wash floors inside each building.
- Wash/disinfect surfaces of counters, tables, windowsills, door handles, common surfaces.
- Clean/disinfect washroom facilities including toilet, sink and counters. Monthly wash walls.
- Remove garbage from washroom and general areas.
- *Annually* wash walls of building. Includes dusting of light fixtures and ceiling tiles.
- *Annually* wash inside/outside all windows and window trim.

Other duties required at Rink Building:

- Power wash the siding of the building annually.
- Sweeping of light fixtures and doorways for dust and cobwebs periodically.

Township Office – 45 Beatty Street

- Supply maintenance – maintain sufficient inventory of cleaning and operation supplies, order as required from provided suppliers and pick up supplies as required.
This includes but is not limited to:
 - ❖ Cleaning solutions
 - ❖ Paper products – paper towel, Kleenex, bathroom tissue
 - ❖ Garbage bags
 - ❖ Dish soap
 - ❖ Hand soap
 - ❖ Cleaning aids – mop, broom, etc.
 - ❖ Lightbulbs
- Cleaning duties:
 - Wednesdays and Sunday (or Saturday)
 - Sweep and Wash floors and stairs including tile, linoleum or vinyl floors
 - Vacuum carpets, door mats *ensure suitable safe use condition
 - Wash/disinfect surfaces of counters, tables, windowsills, door handles, common surfaces
 - Clean/disinfect washroom facility including toilet, urinal, sink and counter. Monthly wash walls.
 - Clean kitchen including sterilize sink and counters, wipe down appliances as required.
 - Remove garbage and recycling from all areas.
DO NOT TOUCH THE SHREDDING BASKETS AT EACH DESK AREA.
 - Dust all desks *do not disturb papers or items on desks. It is the responsibility of the staff person assigned the desk to clear it prior to cleaning times. If there is debris, please leave the area untouched.
 - Dust common areas such as telephone units, calculators, keyboards, desks, monitors, copier, printers. **DO NOT USE ANY CLEANING SOLUTIONS OR WET/DAMP CLEANING CLOTHS ON THESE ITEMS, DRY DUST ONLY.**
 - *Annually* wash walls of office areas, kitchen, hallways and stairways. Includes dusting of light fixtures and ceiling tiles.
 - *Annually* wash inside/outside all windows and window trim. (after the annual fly spraying in September)

Other maintenance items that may be required periodically:

- Painting of walls, outdoor structures such as doorways, ramps etc.
- Power washing exteriors of buildings.
- Sweeping of walkways, walls, ramps, doorways.
- Small repairs such as drywall patching, installation of items on walls such as towel holders, patching of abnormalities on walls and touch up painting.

During the conduct of the tasks assigned, any capital or operational repairs that are noted are to be reported to the Municipal Administrator or designate for contemplation during the following budget season.

Suggestions for operational improvements are also welcome.

The Township facilities contain personal and confidential information in the form of documents, in-person meetings, and telephone calls. Confidentiality is an important factor in employment with the Township. Information that may be viewed during the course of this position is not to be shared or discussed. If there is a concern about an item, please make an appointment to speak to the Municipal Administrator regarding its relevance.