

FACILITY SERVICES WORKER (Police Services)

Approval Date: May 2024**Department:** Police Services☐ IAFF☒ CUPE☐ Management**Title of Management Supervisor:** RCMP Municipal Manager**General Accountability:****Purpose and Scope**

Reporting to the RCMP Municipal Manager and working directly under the supervision of the Police Services Supervisor, the Facility Services Worker is directly responsible for custodial and facility services duties at the Police and Public Safety Building providing seven (7) day per week coverage.

Nature and Scope of Work

- Maintains the integrity and confidentiality of any RCMP related matters exposed to through the course of performing duties.
- Completes all tasks related to keeping the detachment and cell block area clean and tidy including, but not limited to, cleaning and polishing floors, vacuuming carpets, cleaning washrooms, emptying waste baskets, cleaning windows and dusting.
- Does all minor repairs in the building including changing light bulbs, refers non-minor problems to supervisor for authorization to proceed with recommended action.
- Liaise with City staff and monitor contractors working in the building related to facility cleaning and maintenance.
- Monitors the building HVAC system – doing minor temperature control adjustments and contacting the appropriate contractors when problems occur.
- Cleans and disinfects all cells in cell block area after each prisoner has been released.
- Setting up and taking down for meetings and/or training in the building.
- Sweeps sidewalks, clears snow, and picks up refuse and generally assists with grounds maintenance tasks.
- Orders and maintains all cleaning supplies for the detachment.
- Ensures work is performed to acceptable industry level standards.
- Performs work safely following all safe work procedures.
- Maintains reference manual for position duties for backup personnel.
- Other related work as assigned.

Necessary Qualifications**Technical Knowledge/Skills:**

- Working knowledge related to chemicals and the mixing of chemicals.
- Working knowledge of WorkSafeBC regulations and safe work procedures as pertaining to the work.
- Working knowledge of all relevant policies, procedures and manuals.
- Working knowledge of conflict resolution process and strategies.
- Familiar with working on a networked computer system.
- Familiar with using various office equipment including photocopier and facsimile machine.
- Knowledge of fundamentals of accident prevention.
- Excellent oral communication skills.
- Excellent time management and organizational skills.

- Excellent attention to detail.
- Skilled at remaining calm during hostile situations and under stress.

Abilities:

- Must have sufficient physical strength, stamina and ability to perform the work.
- Ability to deal courteously and tactfully with co-workers, the public, customers, user groups, other agencies, and other internal departments.
- Self-motivated and able to work independently with minimal direction or supervision.
- Ability to follow operating guidelines and work in a safe manner.
- Ability to legibly handwrite and maintain notes in a logbook.
- Able to provide solutions to problems.
- Work within and contribute to a proactive team environment.
- Ability and willingness to contribute to maintaining a respectful, safe and supportive work environment that embraces diversity, along with treating everyone with courtesy, dignity and fairness.
- Ability to pass and maintain RCMP Reliability Security screening.

Education:

- High school graduation or equivalent.

Training:

Must Have When Applying for Position:

- Building Service Worker I and II (BSW I and II) Certification.
- Current Level 1 Occupational First Aid Certificate, including adult CPR certification.
- Must possess and maintain a valid driver's licence, and produce and maintain a clean driver's abstract, as per City policy.

To Be Obtained on the Job (within first 6 months):

- Current WHMIS Certification.
- Working Alone or In Isolation Training.
- Muscular-Skeletal Injury Prevention Training.

Experience

- Minimum six (6) months previous work experience in a janitorial position.

Preferred Criteria (For External Only)

- Access to a personal vehicle for business use.

Unusual Working Conditions

- May be exposed to violent or hostile individuals and unpleasant working conditions.
- Physically demanding work.
- Shift work and weekend work required.
- **Note:** Current, active RCMP Reliability Security Screening is required for long-term auxiliary postings.