

Custodian

RECRUITMENT 2025-COMM-22

The Town of Smiths Falls is a vibrant, progressive single tier municipality with a population of 9000. One of Eastern Ontario's most scenic communities, we are centrally located within an hour of Ottawa, Kingston, Brockville and the US Border. The Town provides high quality and affordable life for its residents and is nestled in between prime water frontage along the Rideau Canal – a UNESCO World Heritage site and has many beautiful heritage buildings and recreational facilities.

The Town is accepting applications for one (1) **Permanent Part-time Custodian**. The Community Services Department is responsible for the operation and cleaning of municipal facilities. The Custodian position will be located out of the Memorial Community Centre with regular travel to other municipal buildings and partner/tenant facilities. This position plays a crucial role in maintaining a clean, safe, and sanitary environment in these facilities, upholding the standards expected by the community of a municipal government.

Key Duties and Responsibilities:

- Perform thorough, effective cleaning and sanitizing of all designated areas, including floors, restrooms, offices, meeting rooms, and common areas.
- Safely operate and maintain custodial equipment, including vacuum cleaners, floor buffers, and cleaning tools.
- Empty waste and recycling receptacles.
- Clean and disinfect restroom and changeroom fixtures.
- Assist in setting up rooms for events, meetings, and activities, including arranging furniture and equipment as required.
- Handle and store cleaning chemicals in strict accordance with safety protocols and guidelines.
- Engage in regular, generalized snow clearing at municipal buildings as required in the winter months.

Skills and Qualifications:

- High school diploma (O.S.S.D) or equivalent.
- Minimum of two (2) years of experience in custodial or janitorial work.
- Valid Class 'G' driver's license.
- Provision of satisfactory Driver's Abstract and Criminal Record Check
- Physical capability to perform repetitive bending, lifting (up to 25 lbs), reaching, and standing for extended periods.
- Ability to work independently and as part of a team, following established cleaning schedules and procedures.
- Strong attention to detail and commitment to maintaining cleanliness and orderliness.
- Flexibility to adapt to changing work assignments and occasional overtime.
- Strong communication and interpersonal skills
- Ability to work scheduled shifts including evenings, weekends and Statutory Holidays.

Position Type: Part-time, permanent**Hours of Work:** 20 hours per week

Shifts as scheduled (including days, evenings, weekends and Statutory Holidays)

Wages: Non-union, Band C of the pay grid system (\$21.83-\$25.39) per hour**How to Apply:**

Qualified applicants are invited to submit their resume and cover letter quoting recruitment number 2025-COMM-22 by **Friday May 2, 2025 at 4:00 p.m.**, to Nadine Bennett, Human Resources Advisor, Town of Smiths Falls, P.O. Box 695, 77 Beckwith Street North, Smiths Falls, Ontario, K7A 4T6 or via email at careers@smithsfalls.ca

It is preferred that emailed applications be submitted in one file preferable in MSWord or Adobe format.

The Town of Smiths Falls is an equal opportunity employer, committed to ensuring all candidates are able to participate in the interview process fully and equally. If contacted for employment, please let us know if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process. We thank all applicants for their interest and only those selected for an interview will be contacted.

Personal information collected from applications is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, and will be used to determine qualifications for employment. Questions about the collection of Information should be directed to the Clerk at the address indicated above.



SMITHS FALLS

RISE AT THE FALLS

TOWN OF SMITHS FALLS

JOB DESCRIPTION

POSITION:	Custodian
DEPARTMENT:	Community Services
EMPLOYEE GROUP:	Non-Union
PAY GRID:	
SUPERVISOR:	Building Maintenance Lead Hand
REVISION DATE:	July, 2023

POSITION SUMMARY AND SCOPE: The Town of Smiths Falls, Department of Community Services is responsible for the operation and cleaning of municipal facilities, and partner and tenant facilities. The Custodian position will be located out of the Memorial Community Centre and/or the Town Hall Complex, with regular travel to other municipal buildings and partner/tenant facilities. This position plays a crucial role in maintaining a clean, safe, and sanitary environment in these facilities, upholding the standards expected by the community of a municipal government. This position is a front-line representative of the Town of Smiths Falls, and requires a commitment to service excellence for residents, customers and guests. This position requires significant physical activity, responsible handling of cleaning materials, and excellent attention to detail.

DUTIES AND RESPONSIBILITIES:

General Cleaning and Sanitizing

- Perform thorough, effective cleaning and sanitizing of all designated areas, including floors, restrooms, offices, meeting rooms, and common areas, according to established schedules and guidelines.
- Safely operate and maintain custodial equipment, including vacuum cleaners, floor buffers, and cleaning tools.
- Empty waste and recycling receptacles, ensuring proper disposal of materials and replacement of liners as required.
- Clean and disinfect restroom and changeroom fixtures, sinks, mirrors, and replenish supplies such as soap, paper towels, and toilet paper.
- Assist in setting up rooms for events, meetings, and activities, including arranging furniture and equipment as required.
- Handle and store cleaning chemicals in strict accordance with safety protocols and guidelines; demonstrate proficiency in the use of personal protective equipment (PPE).
- Engage in regular, generalized snow clearing at municipal buildings as required in the winter months.
- Collaborate with colleagues and supervisors to ensure that cleaning standards are consistently met and exceeded.
- Other duties as assigned.

Maintenance

- Conduct routine inspections of facilities as a matter of course of the work day, identifying and promptly reporting maintenance and repair needs, such as leaks, damages, and malfunctioning equipment.

Service Excellence

- Provide exceptional customer service by interacting positively and professionally with facility users, responding to inquiries and concerns promptly and effectively.
- Assist in ensuring a welcoming and clean environment that aligns with the standards expected by a municipal government.

Safety and Compliance

- Adhere to established health and safety regulations and protocols, including proper handling of cleaning chemicals and awareness of potential hazards.
- Follow all procedures related to the safe operation of custodial equipment and the use of PPE.
- Attend and complete required training on safety procedures, emergency response, and equipment operation.

EDUCATIONAL REQUIREMENTS AND EXPERIENCE:

- High school diploma (O.S.S.D) or equivalent.
- Minimum of two (2) years of experience in custodial or janitorial work, preferably in a public or government setting.
- Valid Standard First Aid and CPR 'C' or willingness to obtain within 3 months of hire.
- Valid Class 'G' driver's license.
- Provision of satisfactory valid Criminal Record Check and Vulnerable Sector Report.

SKILLS AND COMPETENCIES:

- Physical capability to perform repetitive bending, lifting (up to 25 lbs), reaching, and standing for extended periods.
- Ability to work independently and as part of a team, following established cleaning schedules and procedures.
- Knowledge of effective cleaning techniques, equipment operation, and safe handling of cleaning chemicals.
- Familiarity with health and safety regulations related to custodial work and public facilities.
- Strong attention to detail and commitment to maintaining cleanliness and orderliness.
- Flexibility to adapt to changing work assignments and occasional overtime.
- Ability to work independently, manage multiple priorities, and meet deadlines.
- Strong communication and interpersonal skills to foster effective relationships with stakeholders, colleagues, and the general public.

WORKING CONDITIONS: Regular travel between municipal buildings within the Town of Smiths Falls is required. Exposure to cleaning chemicals necessitates strict adherence to safety protocols and proper PPE usage.

Physical Demands

This position has numerous physical demands include bending, handling custodial tools and equipment (e.g. floor machines), lifting (up to 25 lbs), and standing for extended periods. Some tasks may require working at heights using ladders and stools. This position is regularly exposed to cleaning chemicals and their associated odours. Occasional exposure to varying temperatures and weather conditions during travel between buildings.

Mental Demands

Visual acuity to assess cleanliness and identify maintenance needs.
Auditory ability to detect equipment malfunctions or alerts.

SAFETY:

All employees must follow the Town's Health and Safety Policy and comply with the Occupational Health and Safety Act.

WORKING RELATIONSHIPS:

INTERNAL	CAO, Department Heads, Support Staff
EXTERNAL	General Public