

Job Title: Custodian

Requisition ID: 3508

Affiliation: CUPE Municipal

Position Type: Casual

Number of Openings: 1

Bi-weekly Working Hours: As Required

Department/Branch: Indigenous and Rural Relations, Fort Chipewyan

Job Location: Fort Chipewyan

Pay Level: PL4

Rate: \$ 39.79

COLA*: Bi-Weekly - \$480

Posted (dd/mm/yyyy): 10/05/2025

Closing Date (dd/mm/yyyy): 18/05/2025

Posting Type: Internal and External

*COLA (Cost of Living Allowance) amount listed is based on full-time hours; COLA for casual positions will be prorated based on hours worked.

GENERAL DESCRIPTION:

Under general supervision, the Custodian maintains and ensures the cleanliness of all assigned facilities and buildings in a sanitary, healthy, and safe manner. This position is in the Hamlett of Fort Chipewyan and is approximately 223 Kilometers north of Fort McMurray. All candidates will be considered for this role, however local applicants will be given preference.

RESPONSIBILITIES:

- Performs custodial services at all owned/leased facilities and buildings as assigned. Including travel between facilities/buildings as required.
- Maintains the safety and cleanliness of entrances to the facilities/buildings, including snow removal, application of melting agents, and the removal of litter.
- Cleans and disinfects all public areas, public restrooms, and unsanitary areas using established practices and procedures.
- Ensures the correct application and use of various chemicals and supplies on a variety of surfaces.
- Uses and maintains assigned custodial power equipment and hand tools, such as: buffers, auto scrubbers, extractors, high pressure washers, vacuums, brooms, mops, and squeegees for the cleaning and general maintenance of floors, walls, carpets, furniture, windows, glass, etc.
- Cleans appliances, including refrigerators and microwaves.
- Launders rags, mops, dust mops, and other related custodial equipment.
- Launders blankets and other animal control supplies as required.
- Maintains storage areas, cleaning equipment, materials, and supplies in a safe and orderly manner.
- Ensures adequate inventory of supplies is maintained at all facilities.
- Performs other duties as required by area/facilities.

QUALIFICATIONS

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of Workplace Hazardous Material Information Systems (WHMIS).
- Skilled in the operation of custodial equipment/tools and supplies, with strong attention to detail.
- Organizational, interpersonal, and communication skills.
- Proven ability to exercise confidentiality and discretion of sensitive information the incumbent may be exposed to while performing work.

- Ability to prepare and maintain files related to custodial work, including entering data in an electronic spreadsheet.
- Ability to read and send electronic mail.
- Ability to work with minimal supervision and maintain effective working relationships.

EDUCATION AND EXPERIENCE:

- High School Diploma or GED equivalent is required.
- One (1) year of custodial experience is required.
- Fall Arrest and Elevated Work Platform training is an asset.

OTHER REQUIREMENTS:

- Submission of a Criminal Record Check.
- A valid Class Five (5) Operator's Licence is required.
- Immunizations are strongly recommended for work in unsanitary conditions.
- Must be medically and physically able to perform all duties of the position on an ongoing basis.

SAFETY:

As an employee of the Regional Municipality of Wood Buffalo, the incumbent is responsible for understanding and actively participating in the RMWB's health and safety management system, including all policies, practices, procedures, as well as properly utilizing all control measures including the required use of personal protective equipment. All employees must take reasonable care to protect the health and safety of themselves and others, as well as immediately report any concerns, near misses, incidents, and hazardous conditions to their supervisor.

**To apply: Please visit our website at jobs.rmwb.ca
Current employees must apply through the internal careers site.
We appreciate the interest of all applicants; however, only those individuals
selected for interviews will be contacted. Late applications will not be accepted.**