

<b>Position Title:</b>	Custodian	<b>Competition No:</b>	2025-32
<b>Department:</b>	Operations	<b>Close Date:</b>	June 13, 2025 at 4:00pm

### Position Details:

Probation Rate: \$20.17

Regular Rate: \$21.23

Hours of Work: 25 hours/week

Employment Type: Permanent

### About Us:

Located 20 minutes from Winnipeg, Selkirk is a vibrant small city with a hometown feel. Our close-knit community loves to celebrate, learn and explore in the company of good neighbours. All through the year, there are many opportunities to enjoy local talent, learn about our past and seek out new interests.

### The Opportunity:

The City of Selkirk is currently in search of a **Custodian** to join our team. Under the direction of the Manager of Buildings and Fleet, the Custodian is responsible for performing custodial duties related to the maintenance of the Civic Centre, Operations Building and Culture, Recreation and Green Transportation Building.

### Job Duties:

#### 1. Facility Maintenance:

- Responsible for necessary cleaning, washing, waxing, polishing, dusting or vacuuming of floors, windows, walls, furniture and/or equipment in and around the assigned facilities as per established schedules for each facility.
- Complete the set up and take down of tables and chairs in facilities for meetings or functions as required.
- Perform minor maintenance such as emptying and removing garbage, replacement of light bulbs and minor equipment repair.
- Responsible for the removal of recycling and garbage from buildings and placement in the proper containers

#### 2. Equipment Maintenance:

- Perform routine checks, minor servicing, cleaning and basic maintenance of the equipment they are operating.
- Report any needs for repairs, supplies and tools to supervisor.

3. Train other staff on the safe operation of equipment and safe handling of all products required to carry out the duties of the position.
4. Perform other duties as may be assigned.

### **Qualifications and Minimum Requirements:**

Minimum qualifications shall include:

- High school diploma or equivalent
- Valid Class 5 or G Drivers License
- Valid WHMIS Certification or willing to obtain
- Possess qualifications, knowledge and experience in the materials, practices, tools and equipment used in the custodial care of buildings.
- Ability to communicate clearly and concisely, both orally and in writing. This includes the ability to understand written and verbal instructions.
- Ability to establish and maintain effective working relationships with individuals at all levels of the organization and external contacts.
- Ability to work independently.
- Knowledge and understanding of the occupational hazards, safety precautions, regulations and procedures that are applicable to the area of work.

### **Apply:**

Visit our website <https://www.myselkirk.ca/employment> to apply online via our [Career Connector](#) website. Applicants will need to create a profile and submit an application for consideration.

### **Comments:**

This is a Full-time Permanent Unionized position open to all applicants. Applications will be accepted until **June 13, 2025, at 4:00 p.m.**

The City of Selkirk is an equal opportunity employer, committed to providing an inclusive work environment. Applicants who require accommodation during the hiring process are encouraged to contact the [City's Human Resources Division](#).

Thank you to all who apply, however, only those candidates selected for an interview will be contacted.

**NOTE:** Employees will be required to adhere to the City's Vaccination Policy.