

3.2.7 NIGHT CARETAKER, CLASS II¹

Nature of the work

The principal and customary work of an employee in this class of employment consists in being responsible for performing and overseeing the maintenance work as well as the preventive and physical upkeep conducted exclusively during the evening or at night in an educational institution or building according to instructions and in the absence of the caretaker, class II, foreman or school principal, and for being responsible for a total area covering less than 9 275 m².

In addition, he or she performs the characteristic functions of the class of employment of maintenance workman, class II.

Characteristic functions

The employee in this class of employment must ensure the cleanliness of the premises by performing maintenance workman, class II duties, according to the schedule established. In addition, he or she is responsible for overseeing the maintenance work carried out by nonspecialized workmen; he or she ensures that the maintenance apparatus and equipment are kept in good condition.

He or she must ensure that the building and its equipment are in good condition. He or she inspects and verifies the lighting, heating and ventilation systems; he or she ensures the operation of heating equipment which does not require the presence of a stationary engineer. He or she carries out or ensures that the required preventive upkeep is carried out; he or she carries out minor or temporary repairs; he or she reports any breakdown detected and ensures that the necessary repairs are carried out; he or she follows up the work of specialized or nonspecialized workmen. He or she repairs doors, windows and furniture; he or she may assemble and install material.

He or she takes all the necessary measures to ensure adequate security against fire and theft. In certain specific cases and, as required, he or she monitors the comings and goings of visitors, students and staff. If need be, he or she ensures the preparation of rooms and halls.

In keeping with the procedure established, he or she identifies needs in materials, products and equipment required for maintenance work; he or she ensures that the standards respecting the safe use, storage and disposal of products are respected.

He or she makes suggestions and recommendations concerning products, materials, equipment and work methods.

He or she may be required to supervise the work of other nonspecialized employees.

He or she may be required to use a computer and the necessary software to perform his or her duties.

If need be, he or she performs any other related duty.

Required qualifications

Experience

Have three (3) years of pertinent experience.

¹ This new class of employment replaces the class of employment of "night caretaker" found in the Classification Plan (February 1, 2006 edition).

Practical skills

Have a general knowledge of the operation of the heating, ventilation, lighting and alarm systems that a night caretaker oversees.

Have a basic knowledge of the main building trades.