



PORT ALBERNI PORT AUTHORITY

JOB DESCRIPTION

POSITION: FACILITIES ATTENDANT

DATE: **October 7, 2021**

1. POSITION SUMMARY

A Facilities Attendant conducts their operational duties at the Port Authority's Dock+ commercial facility, Administration Building and Marina Facilities in a safe, responsible and efficient manner.

As a representative of the Port Authority, the employee must act and advocate in the best interest of the organization.

2. ORGANIZATION

The position reports to the Designated Supervisor.

This regular full-time position is included in the ILWU Local 517 bargaining unit.

3. ACCOUNTABILITIES

3.1 Safety

The Facilities Attendant will maintain safety compliance as per the attached document signed and dated by both the employee and the Port Authority's designated supervisor.

The Facilities Attendant must advise the Port Authority's designated supervisor of any safety or security concern as soon as possible.

3.2 Operations, Office, Maintenance and Custodial Service Deliveries

The Facilities Attendant will ensure effective service delivery related duties as assigned by the Port Authority's designated supervisor.

Typical duties include, but are not limited to the following:

- cleaning commercial kitchen and sanitizing equipment
- cleaning common areas at the Dock+ and Ice Plant
- ensuring administration offices and outdoor areas are clean and presentable
- daily cleaning of washrooms and staff room
- restocking supplies for all areas as directed
- pressure washing / shoveling snow / painting
- grounds keeping maintenance
- minor building maintenance and repairs
- ensuring all areas are presentable with collection of debris
- maintaining cleanliness of meeting rooms and HQ Board Room
- setting up tables and chairs for meetings, and cleaning meeting room after each use



3.3 Custodial Service at PAPA Facilities

Facilities Attendant will perform Custodial duties as assigned by the Port Authority's designated supervisor. Typical duties include and are not limited to mopping, vacuuming, sanitizing, washing, set-up and tear-down of tables and chairs. Cleaning, sanitizing and sterilizing commercial kitchen and associated equipment at The Dock+. Cleaning the common shared areas at The Dock+ and the Ice Plant.

3.4 Laundry Service

Facilities Attendant will perform laundry duties as assigned by the Port Authority's designated supervisor. Typical duties include and are not limited to ensuring security guard uniforms, jackets and coveralls are laundered and distributed for guard's shifts.

3.5 Maintenance, Repairs and Gardening Service

Facilities Attendant will perform Maintenance, Repairs, Gardening duties and clean-up of Harbour Roadway as assigned by the Port Authority's designated supervisor. Typical duties include and are not limited to minor repairs, moving equipment and furniture, power wash, weed eating, gardening, collecting garbage and wood chip clean-up along Harbour Road.

Performs other related duties as required.

4. EDUCATION and EXPERIENCE

Previous experience as a Custodian, Commercial Janitor or Facilities Attendant will be considered a strong asset. Skills and experience operating a variety of equipment, power tools are also an asset.

Ability to lift up to 50 pounds. Proof of WHIMIS certification and First Aid or willingness to obtain certification through Port Authority educators.

Must have an excellent command of the English language.

Need to be familiar with computer use and should be proficient with Microsoft Office 2010.

5. PERSONAL QUALITIES

Must exhibit effective work habits and excellent interpersonal skills.

Must have good written and oral communication skills and the ability to communicate effectively with the general public, co-workers and the Port Authority's designated supervisor.

6. WORKING CONDITIONS

A high degree of independence of action and judgment are exercised in the normal performance of duties with difficult or unusual problems are referred to the supervisor. Assignments are received orally or in writing and work is reviewed to ensure that well defined standards of workmanship, procedures and practices are being followed.

Work is conducted inside and outside PAPA facilities and exposure to all weather conditions is a routine part of the job.



Hours of work inclusive of all tasks will be managed within a 40-hour work week and will occur on a mutually agreed upon schedule based upon the operational needs of each PAPA facility and coordinated with the Port Authority's designated supervisor. It is mandatory that the Facilities Attendant be able to change scheduled hours or days of work and locations within a short notice period.

The accountabilities of the position require that the incumbent be available for work during normal office working hours, evenings, weekends and statutory holidays. It is mandatory to have a Driver's License to perform the accountabilities of this position.

I have read and understood this job description.

Name: _____

Signature: _____

Date: _____