**THE CITY OF Edmonton**

# Custodial Services Inspector

## DEFINITION

This is administrative and inspection work ensuring that custodial contractors adhere to contract specifications set out for custodial work.

Work of this class involves the inspection and monitoring of custodial services provided by contractors, the development and implementation of contract specifications, and the preparation of tender documentation.

Work involves ongoing and consistent contact with custodial contractors, building coordinators, department representatives and the Materials Management Branch. There is considerable independence in this work in the areas of scheduling and decision making regarding custodial service. Unusual or newly developing situations are discussed with the supervisor. Work may be checked by a supervisor who evaluates operational efficiency in the administration of contract custodial service.

## TYPICAL DUTIES*

Develops, implements and updates contract specification for custodial services.

Prepares "Invitations to Quote" and "Tender" documents. Obtains estimates for non-program custodial services. Conducts site tours for contractors.

Provides formal estimates of services which will meet user requirements.

Assists supervisor with bid assessments.

Develops and updates data sheets outlining building custodial requirements.

Mediates and resolves problems involving custodial services between client departments and contractors.

Monitors level of custodial services provided by contractors by way of site inspections, meetings with user department representatives and meetings with contractors.

Provides written and verbal reports to user departments, contractors, supervisor and Materials Management Branch about the quality of service, problem areas, etc.

Makes recommendations on awarding or withdrawing contracts from contractors.

Performs related duties as required.

## KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of methods, standards and equipment used within the custodial industry.

Ability to assess bids.

Ability to express decisions and opinions accurately and effectively orally and in writing.

Ability to estimate custodial costs.

Ability to establish and maintain effective working relations with contractors and departmental representatives.

Ability to work independently.

## TRAINING AND EXPERIENCE REQUIREMENTS

Job Level
Completion of the Alberta Vocational College Building Services Worker Program and related post secondary course work in the areas of report writing and contract administration/interpretation, or educational equivalent.

Seven years of experience in custodial management, custodial contract administration and dispute resolution, at least two years of which shall be at the supervisory level.

Internal appointees who do not meet the educational qualifications outlined above will be required to successfully complete 6 upgrading courses, pertinent to the job, within their 1 year trial period, specifically:

- Upgrading courses will be specified by management and may include Certificate of Recognition, Report Writing, Accident Control, Contract Administration and the like.

- The City will pay for courses and the employees will attend without loss of regular pay.

- Provided the City has made the requisite courses available, failure by an appointee to complete 6 courses within the trial period will result in reversion.

*\* This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*