

FACILITIES CUSTODIAN

NATURE OF WORK

This is responsible security work in the custodial care of the Oceans Sciences Centre facilities.

Work involves responsibility for the security and custodial care of the buildings and facilities during assigned work schedule and includes monitoring equipment operation and recording weather station readings. Work also includes the operation of laboratory vehicles as required. Work is performed under the direction of immediate supervisor and is reviewed through review of shift records, discussion and observation of results obtained.

ILLUSTRATIVE EXAMPLES OF WORK

During assigned work schedule on a rotating basis performs a combination of security and custodial work which include the following:

Patrols buildings and parking lots ensuring that doors are secured, appropriate lights and equipment are turned off.

Ensures that only authorized individuals are admitted to buildings and laboratories by requesting that such individuals present pass or written permission.

Requests that loiterers or prowlers leave laboratory premises; contact local authorities when individuals do not comply with request; provides tours with access to buildings.

Check laboratory tanks for proper tank identification, appropriate water temperature and flow rate and for normal animal behaviour; takes necessary action as required and advises faculty member of situation.

Reviews main freezer's operation and relocates materials when freezer is found to be malfunctioning.

Reads and records data of weather station; raises and lowers flags; assists in the weighing and recording of animal stock as required.

Sets up data recording systems; restocks equipment with dry ice; feeds marine animals on weekends and holidays; records dead animals upon discovery.

Resets switchboard and assists stationary engineer in the starting of water supply pumps in the event of power failure.

Operates laboratory vehicle when necessary.

Performs related work as required.

REQUIREMENTS OF WORK

Experience in the performance of custodial work in a research environment and preferably including some experience in the care and handling of live animals; graduation from high school; or any equivalent combination of experience and training which provides the following knowledge, abilities and skills:

Knowledge of the rules and regulations pertaining to the operation and management of the Marine Sciences Research Laboratory.

Knowledge of security and custodial procedures and measures to be taken in work performance.

Ability to observe, control and maintain security checks on building and facilities.

Ability to understand and follow oral and written instructions.

Ability to apply and enforce prompt action when necessary and to exercise tact in personal contact and control.

Sufficient physical strength to work at custodial tasks.

Possession of a valid Province of Newfoundland and Labrador Driver's License.

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