

POLICE SERVICES RELIEF – **CUSTODIAN**

The City of Campbell River is recruiting people for relief positions at the Campbell River RCMP Detachment.

Looking for:

- People who want to make a difference, enhance community safety, and take pride in doing what's right

We need:

- Custodians

What's in it for you:

- Be part of a respected national organization with a strong local presence
- Take on a challenging position supported by an enthusiastic and committed team
- Earn a competitive wage and contribute to community wellbeing
- Enjoy an unsurpassed west coast lifestyle

Please see the attached document for a detailed job description.

Interested applicants are requested to send their resume AND covering letter quoting **2011-PSR-CSTDN** to:



Human Resources Department
City of Campbell River
301 St. Ann's Road
Campbell River BC V9W 4C7
Fax: (250) 286-5760
Email: careers@campbellriver.ca

This posting is open until filled.

We thank all applicants for their interest; however, only those short listed for interviews will be contacted.



Job Description

CUSTODIAN (RCMP)

Approval Date: May 2011	Department: Police Services	
<input type="checkbox"/> IAFF	<input checked="" type="checkbox"/> CUPE	<input type="checkbox"/> Management
Title of Excluded Supervisor: RCMP Municipal Manager		

General Accountability:

Purpose and Scope

The Custodian is responsible for performing custodial duties, minor maintenance and other miscellaneous tasks in order to ensure that the RCMP detachment is maintained in a healthy, safe and sanitary manner.

The Custodian is also responsible for providing relief coverage for the Police Guards in the cell block area to ensure the health and safety of prisoners detained at the RCMP detachment.

Nature and Scope of Work

- Completes all tasks related to keeping the detachment and cell block area clean and tidy including, but not limited to, cleaning and polishing floors, vacuuming carpets, cleaning washrooms, emptying waste baskets, cleaning windows and dusting.
- Does all minor repairs in the building including changing light bulbs, refers non-minor problems to supervisor for authorization to proceed with recommended action.
- Liaise with City staff and monitor contractors working in the building related to facility cleaning and maintenance.
- Monitors the building HVAC system – doing minor temperature control adjustments and contacting the appropriate contractors when problems occur.
- Cleans and disinfects all cells in cell block area after each prisoner has been released.
- Setting up and taking down for meetings and/or training in the building.
- Orders and maintains all cleaning supplies for the detachment.
- Prepares and maintains safe work procedures.
- Maintains applicable RCMP policy and procedural manuals.
- Provides guard relief in cell block area, which includes but is not limited to:
 - Continually monitors prisoners by viewing cameras in cells and by performing physical checks according to RCMP policy. Physical checks and other activities in the cell block area are recorded in a daily logbook.
 - Utilizes PRIME (Police Reporting Information Management Environment) and CPIC (Canadian Police Information Centre) to conduct queries for prisoner information as requested by RCMP members.
 - Photographs and enters prisoner data into CABS (Computerized Arrest & Booking System) for members booking in prisoners.
 - Creates photo line-ups upon request from members to use for investigational purposes.
 - Photocopies and distributes paperwork related to prisoners to detachment staff and outside agencies as required.
 - Enters and maintains accurate prisoner data in Keep of Prisoner reports for provincial government statistics and revenue calculations.
 - Secures prisoner effects in locker when prisoner booked into cells and returns these effects when prisoner leaves cells.
 - Assists members with fingerprinting and searches as required when prisoner booked into cells.
 - Responds to various telephone inquiries from the public relating to prisoners in custody.
 - Prepares and serves meals to prisoners.
 - Orders food and supplies required for prisoner needs.
 - Provides first aid assistance for members in emergency situations.

- Liaises with outside agencies (sheriffs, correction officers, parole officers and health professionals) regarding prisoner movements to/from detachment and prisoner health.
- Liaises with on-duty watch commander regarding prisoner concerns, needs and activities. Provides for needs of prisoner as directed by watch commander.
- Calls in auxiliary guard as needed to provide assistance in cell block, or coverage necessary for next guard shift (e.g. guard called in sick).
- Keeps cells and cell block area in a neat and tidy condition by performing minor janitorial duties as required.
- Provides evidence in court as required due to guard duties.
- Performs other related duties as assigned.

Necessary Qualifications

Knowledge:

- Working knowledge related to chemicals and the mixing of chemicals.
- Working knowledge of WorkSafeBC regulations and safe work procedures.
- Working knowledge of all relevant policies, procedures and manuals.
- Working knowledge of conflict resolution process.
- Familiar with working on a networked computer system.
- Familiar with using various office equipment including photocopier and facsimile machine.

Skills:

- Safe work habits and practices.
- Good verbal and written communication skills.
- Good keyboarding skills.
- Proven time management and organizational skills.

Abilities:

- Physically able to perform duties required.
- Work independently while meeting needs of detachment.
- Ability to legibly handwrite notes in logbook.
- Deal courteously and tactfully with all customers both on the phone and in person.
- Exercises patience and deals effectively with inebriated and/or unruly persons.
- Remain calm during hostile or stressful situations.
- Work within and contribute to a proactive team environment.
- Ability to multi-task and set priorities.
- Pass and maintain RCMP Reliability security screening.

Education:

- High school graduation or equivalent.

Training:

- BSW I (Building Service Worker I)..
- WHMIS certified.
- Current Level I First Aid Certificate including Adult CPR Certification.
- Thereafter, successful completion of EMR (Emergency Medical Response) First Aid Training when provided by the RCMP and successfully renewed as required by RCMP policy.
- Successful completion of Guard Refresher Training when provided by the RCMP and successfully renewed as required by RCMP policy.

Experience:

- Previous work experience in a janitorial position.
- Some experience indicating the ability to effectively guard individuals.

Unusual Working Conditions

- May be exposed to violent or hostile individuals and unpleasant working conditions

Signature of Incumbent: _____	Date: _____
Signature of Supervisor: _____	Date: _____