

## JOB DESCRIPTION

Corporate Services Division: Facilities Management



### Custodian

**Position:** Permanent; full time 40 hours per week  
**Grade and Salary:** Custodian Scale \$15.79 to \$18.10 per hour

## BACKGROUND INFORMATION:

Christchurch Polytechnic Institute of Technology (CPIT), the largest South Island Polytechnic and one of Canterbury's three major tertiary institutions, is located in the centre of Christchurch city with an additional campus in Opawa. Emphasis is on "applied" learning where theoretical education is combined with a hands-on approach. CPIT prides itself on the emphasis it places on excellence - such as the increasing number of teaching awards it attracts and its achievement of high levels of recognition in educational audits - and on the many diverse and dynamic partnerships it has with industry, the community and a wide range of interest groups in the city.

CPIT welcomes approximately 30,000 student enrolments each year including both full and part-time, domestic and international, professional, paraprofessional and trades focussed. Students and staff of a myriad nationalities attend throughout the year during the day, evening or weekend. Te Wānaka o Ōtautahi provides a place of belonging for those wanting to engage in te ao Māori or te whale Pasefika.

Over 1800 staff teach and support learning in vocational programmes and courses across a comprehensive range of career and subject areas at varying levels from foundation to degrees, graduate diplomas, diplomas and certificates to short term modules and courses customised for business, industry or special interest clients.

A challenging and exciting education environment demanding responsiveness to the diverse needs of students, employers and our region makes CPIT a dynamic and engaging place in which to work.

## INTRODUCTION:

The Facilities Management Division currently comprises of 20 staff and is responsible for the following:

- Car parking
- Cleaning
- Custodial Services
- Environmental Standards
- Health and Safety
- Management of the Vehicle Fleet
- Minor and Capital works
- Property maintenance
- Purchasing Furniture and consumable goods
- Room Bookings
- Sanitation
- Security
- Stores, inwards and outwards
- Waste management

## PROFILE:

The successful applicant will be able to demonstrate that he/she:

- Has the required practical skill to undertake the core duties.

- Is willing to work as part of the team but with minimum supervision
- Able to present a pleasant and helpful attitude to Staff, Students and the Public.
- Be in good health, have no historical health problems and able to undertake heavy lifting and be able to walk for long periods of time
- Has a service orientated attitude
- Has the ability to relate to the CPIT image, particularly in relation to buildings and grounds.
- Is prepared to dress appropriately for the public exposure ( clothing supplied)
- Demonstrates sensitivity and awareness of issues relating to culture, age, gender and disability together with a willingness to support CPIT's policies.
- Has basic computer skills using windows based programs.
- Willing to commit to CPIT Staff profile.
- Willing to encompass Facilities Management's policy of task and skill utilization.
- Be prepared to undertake professional development training.
- Gain a minimum of Grade 2 Security Standard, where appropriate.

**KEY TASKS INCLUDE: All tasks with specific core duties as priority:**

- Undertake tasks involved with security responsibilities
- Responsible for properly securing buildings and equipment as required.
- Oversight of CPIT property to minimise any damage
- Maintain knowledge of the computer operations in regards to card encoding, and access control.
- Patrol car parks when requested
- Give assistance to remove unauthorised persons from the property
- Liaise with Parking Patrol to facilitate the towing of vehicles etc.
- Escort any large sums of money around campus as necessary
- Deliver and collect any stores and printery/photocopy supplies
- Relocate and/position furniture and equipment as required
- Report problems with energy services, and any Hazards found
- Primary repairs to plumbing, drainage and services
- Notify Health and Safety officer if any Hazard is identified
- Assist in setting up and packing down of EXPO's, graduations etc
- Assist with Vehicle Bookings when required etc.
- Do vehicle cleaning and minor maintenance when appropriate
- Provide an initial "Breakdown Service" where able or appropriate
- Be prepared to stand in for other FM staff as required.
- Attend to any emergency cleaning if required.
- Remove cycles from within CPIT buildings, when seen
- Monitor grounds, entrances and foyers to minimise rubbish
- Implement appropriate environmental policies, Recycling Paper etc.
- Remove damaged, unsafe furniture or equipment from buildings
- Ensure entranceways are kept clear of notices and flyers
- Removal of Graffiti when identified
- Window cleaning as required.
- Control authorised entry and egress of people and vehicles
- Ensure users of the parking facilities maintain good conduct.
- Attend to parking administration and planning

**OTHER DUTIES:**

- Undertake any relevant other duties as requested by the Supervisor – Custodial & Security Services, or other appropriate Senior Staff Member of FM.

**RESPONSIBLE TO;**

- Supervisor- Custodial and Security Services

## WORKING CLOSELY WITH:

- FM Staff
- Outside Contractors

## FOR YOUR INFORMATION

### 1 Staff Appraisal

CPIT has in place a negotiated system of staff appraisal in relation to job performance, safe work practices, and the criteria outlined in the CPIT Employee Profile.

### 2 Professional Development

CPIT is a learning organisation where professional development is supported. Staff are asked to develop a professional development plan with their Manager.

### 3 CPIT Profile

For CPIT to develop and prosper, all staff are expected to demonstrate a range of skills, knowledge and attitudes that contribute positively to the organisation's fundamental purpose which is to provide quality learning for students. We have an integrated approach to defining, describing and developing a positive learning culture among staff and we align this approach at all levels to the mission, values, goals and strategic direction of the institution.

### 4 Health and Safety

Applicants for positions are asked to declare any relevant health related needs or issues on the Confidential Information form provided to Human Resources with the application for appointment. This information is not used for short listing but we do expect you to discuss your needs as part of the interview process or when accepting an offer of employment where this is relevant. Confidentiality is assured and applicants will not be differentiated on the basis of disabilities or health requirements unless these render the applicant unable to undertake the task requirements. Employees may be required to undertake a health check where baseline data is needed for specific positions. Eg a hearing test for those involved in engineering workshops.

### 5 Employment Terms and Conditions

Appointment is within the terms of employment law and the Custodians Collective Employment Agreement. For the first 30 days of employment CPIT is legally required to employ staff on the terms and conditions of the Custodians Collective Agreement which covers the position offered. If the staff member joins the SFW union, the terms of the collective document continue to apply; should he/she decide not to join the union, the staff member remains on an individual agreement and we may mutually agree to terms after the 30-day period expires. CPIT's Custodians Staff Collective Employment Agreement (21 March 2007 – 20 March 2009) will be offered in the first instance.

A job evaluation system is used to determine the grade and therefore the salary range for this position. It is usual to appoint at the lower end of the appointment range specified in the position description.

## APPLICATION DETAILS

Applications for appointment must be marked:

**Custodian**

**Ref. DF3088**

Applications should be addressed to:

Senior HR Advisor  
Christchurch Polytechnic  
Institute of Technology  
P O Box 540

Email: [hr@cpit.ac.nz](mailto:hr@cpit.ac.nz)  
Phone: 03 940 8623  
Fax: 03 940 8616

**CHRISTCHURCH**

***Applications Close  
Wednesday 13 February 2008***

*The standard application form provides the Institute with a common set of information about each candidate but applicants should not limit themselves to that form. Personal applications set out in the applicant's own style including a curriculum vitae and particular references to the job description and personal profile are welcomed. CPIT reserves the right not to appoint or to appoint by invitation in the event the recruitment process is deemed to be unsuccessful.*