



SCHOOL DISTRICT 63 (SAANICH)

2125 Keating Cross Road, Saanichton, BC Canada V8M 2A5

Phone: (250) 652-7300 Fax: (250) 652-6421 saanichschools.ca

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## Manager of Custodial Services and Community Use

The Saanich School District (SD63) invites applications for the position of Manager of Custodial Services and Community Use effective June 16, 2025.

Located on the beautiful Saanich Peninsula near Victoria, the Saanich School District serves approximately 7,100 students in eight elementary, three middle and three secondary schools, as well as two Individual Learning Centres (ILC), the South Island Distance Education School (SIDES) and the Children's Development Centre (CDC). The District employs 650 teachers, 36 principals and vice-principals, 500 unionized support staff, 18 exempt management staff all within a \$103 million operating budget.

Reporting to the Director of Facilities this position is a key member of the District management team with responsibility for effective leadership of staff within the Custodial Services department as well as the management and coordination of community use of district facilities in accordance with district policies and procedures, collective agreements, and applicable legislation and regulations.

### Qualifications and Attributes

- Certificate or Diploma of Business Administration and/or Architectural or Building Engineering Technology
- Minimum five years' experience in operations and management of staff in a custodial service.
- Class 5 Driver's License.

*OR an equivalent combination of training and experience.*

### Skills and Qualities

- Skilled and experienced with WorkSafe BC, WHIMIS and other safety protocols
- Advanced knowledge of spreadsheet and word processing programs
- Superior analytical and proven problem-solving skills
- Excellent organizational, interpersonal and communication skills
- Strong supervision and leadership skills
- Ability to establish and maintain effective working relationships
- Ability to identify and set priorities, organize, plan and schedule diverse tasks to ensure orderly and accurate completion of work within established deadlines
- Ability to make reasoned decisions, commit oneself to a course of action and accept responsibility; ability to recognize the sensitive nature and the impact of potential solutions on the organization and seek input from senior management as required; demonstrated willingness and ability to face sensitive employee relations situations and take the appropriate action, seeking the input of senior management as required

### Primary Areas of Responsibility

- Recruits, directs, supports and evaluates the work of the staff in the custodial services department.

- Manages, analyzes, implements and maintains all aspects of the district's custodial and cleaning services to ensure compliance with legislation, collective agreements and internal policies and procedures.
- Oversees the monitoring and control access to district facilities by participating in maintaining building security, monitoring worksites and responding to and reporting potential security concerns.
- Actively participates in and contributes to external sector groups, and works with peers in other districts to jointly develop best practices in custodial services for the K-12 sector.
- Responsible for the management of community-based use of district facilities and grounds including the negotiation of joint use agreements.
- Management of leased vacant facilities, negotiation of lease agreements and resolution of concerns and/or challenges raised by tenants.

**Salary Range:** \$94,682 - \$118,353

### How to Apply

The Saanich School District offers a competitive compensation and benefits package. Interested applicants are invited to submit an application, which includes;

- A current résumé,
- Names and contact information of at least three references who may be contacted and who are familiar with your professional performance, and
- Any other applicable supporting documents

Please submit your application to Robyn Reid, Director of Human Resources at [rreid@saanichschools.ca](mailto:rreid@saanichschools.ca).

**The deadline for applications is May 20, 2025 at 9:00 am.**

*We thank all applicants for their interest, however,  
only those selected for an interview will be contacted.*