Job No. 19

SCHOOL DISTRICT NO. 63
(SAANICH)

JOB DESCRIPTION

CLASSIFICATION
Facilities

POSITION
District Custodial Supervisor

SUMMARY

Under direction of the Manager, Custodial Services or designate, is responsible for organizing and supervising the activities of the Custodial staff to ensure the cleanliness, safety, sanitation, and security of district facilities in compliance with legislation and School District Policy.

DUTIES

- Supervises and coordinates the activities of custodial staff including overtime during specialized school break and weekend-based routines and assignments.
- Monitors employee absences and replacements in collaboration with the Manager, Custodial Services
- Reviews work requests and makes recommendations to the Manager, Custodial Services the associated personnel requirements; procures materials necessary; ensure tools and equipment are available; and establishes a schedule for personnel to complete the work within acceptable time and quality parameters.
- The Custodial Supervisor is expected to communicate with employees the Employer's expectations of workplace performance and quality standards.
- Administers department budget and maintains operating records, prepares and verifies staff purchasing card statements.
- In collaboration with the Manager, Custodial Services, researches, purchases and coordinates delivery of equipment and supplies in adherence to School District Purchasing Policies.
- Monitors and controls the supplies and equipment inventory and performs minor repairs and maintenance of custodial equipment.
- Make presentations to employee groups or hold meetings as necessary to provide information or to outline the department's approach on a certain topic or issue (i.e. Toolbox talks, school work order program operation, project review and presentations).
- Consults with school administration and provides technical advice pertaining to school needs including custodial services, equipment repairs and work scheduling.
- Provides feedback to the Manager, Custodial Services in regards to department staffing, job performance evaluations and staff interviews.
- Provides orientation and ongoing instruction on cleaning practices, operating procedures and standards of performance and coordinates employee training (WHMIS, etc.).
- Arranges and distributes district security cards, ID tags and keys for approved custodians.
- Conducts routine inspections to ensure that standards of cleanliness, sanitation, use of supplies as well as safe working conditions and work habits are maintained and investigates requests and concerns raised by district personnel.
- Coordinates refuse and recyclables collections from schools.
- Assists in investigating accidents and completing forms relating to WCB claims.
- Operates district equipment and vehicles as required.
- Sets up meetings with individual schools and Canada Waste for the schools with enhanced recycle program needing initiating, and monitoring progress.

** Performs other assigned duties that are within the area of knowledge and skills required by the job description.*

QUALIFICATIONS

- Grade 12
- Valid Class 5 B.C. Driver's License
- Certificate in Housekeeping and Custodial Services
- Five years' related experience, with at least two years supervisory experience
- Demonstrated competency with digital technology including email, MS Word, MS Excel, online databases and facilities management software.

** Or equivalent combination of training and experience.*

Required Knowledge and Skills

- Thorough knowledge of WHMIS legislation and WorkSafe BC regulations
- Knowledge of the operation of heating, electrical, fire and alarm systems, gas shut off
- Must be able to coordinate multiple tasks, prioritize work, plan and propose recommendations for change.
- Demonstrated ability to lead, direct, motivate, train and inspire workers in a positive manner.
- Must be able to foster and encourage teamwork and cooperation with all departments.
- Must be able to communicate effectively to establish and maintain effective relationships with employees, co-workers, supervisors, district and school administration and contractors.
- Level one First Aid and CPR Certificate

DATE

February 1, 2021