



CUSTODIAN SUPERVISOR

JOB DESCRIPTION | JUNE 2024

NATURE AND SCOPE OF WORK

Reporting to the Director of Operations, the Custodian Supervisor, together with the Custodian Team Lead (District), will provide impactful leadership, with a focus on building relationships and creating a positive and dynamic work environment. Experienced in building service operations, the Custodial Supervisor will coordinate custodial work across the district, ensuring that processes reflect established best practice, and are carried out by a responsive and well-trained custodial team. This position works the afternoon shift and is responsible for overseeing a staff of approximately 55 custodial positions at 22 facilities.

SPECIFIC RESPONSIBILITIES

- Trains and oversees the district custodial staff to ensure achievement of established cleaning standards.
- Develops a close liaison with custodial staff to ensure a team approach to custodial work in all school and district facilities.
- Schedules personnel to effectively meet the needs of building service functions and projects.
- Directs resources to effectively respond to equipment outages and emergencies.
- Oversees the testing and evaluation of new products and equipment.
- Develops technical standards for custodial procedures.
- Uses current technology to create efficiencies in custodial processes.
- Provides the necessary training and support to staff during orientation and process implementation.
- Coordinates the safe disposal of bio-hazard materials in accordance with the school district's Bio-Hazard Exposure Control Plan.
- Maintains custodial equipment.
- Purchases and orders periodic inventories of supplies, monitors consumption rates and estimates future needs.
- Maintains a positive working relationship with administrators, tradespeople, and suppliers.
- Delivers custodial supplies, including loading and unloading of vehicles.
- Carries out all aspects of custodial work, including the use of various powered cleaning equipment as required during custodial shortages.
- Ensures safe work procedures are followed such as the Working Alone Operational Procedure for custodial staff including being a point of contact for employees and following-up if there is a missed check-in call.

SPECIFIC RESPONSIBILITIES

- Assists with the hiring process for custodial staff and trains new staff on department policies and procedures.
- Provides performance feedback and assists in evaluation of assigned staff.
- Works from oral and written instruction.
- Follows established procedures and policies.
- Other related duties as assigned.

QUALIFICATIONS (Required Knowledge, Skills and Abilities)

- Minimum five years of recent full-time equivalent experience (approximately 8750 hours) in commercial/institutional custodial work.
- Minimum three years of recent full-time equivalent supervisory experience (approximately 5250 hours), preferably in custodial work.
- Possess a valid B.C. Driver's License, Class 5 minimum.
- Successful completion of the Building Service Worker Level 1 and WHMIS courses, as well as a course (minimum 20 hours of instruction) in workplace leadership and supervisory skills.
- Demonstrated ability to provide leadership, training, direction, and supervision.
- Effective interpersonal and relationship-building skills.
- Demonstrated effective conflict resolution skills.
- Experience working in a unionized environment.
- Proficient in both oral and written communications, and in active listening skills.
- Proficient in windows-based software, with an aptitude for current technology.
- Excellent organizational and time-management skills.
- Thorough knowledge of quality control techniques, workload analyses and work scheduling.
- Thorough knowledge of the operation of mechanical plants and related trades.
- Possess effective problem-solving and emergency response skills.
- Possess mechanical knowledge, with the ability to maintain, troubleshoot, and perform equipment repairs.
- Physical ability to perform all custodial work, including heavy lifting of up to 50 lbs., and working at heights, including a ladder or scaffold.
- Ability to operate all custodial equipment in a safe manner, and to use personal protective equipment.
- Knowledge of school building safety and security measures.

REQUIRED LICENSES, CERTIFICATES AND REGISTRATIONS

- Valid B.C. Driver's License, Class 5 minimum.
- A clear Criminal Record Check to be updated every five years.
- Building Service Worker Level 1.
- Successful completion of courses in WHMIS, Supervisor for Safety and other safety training.
- Grade 12 Diploma preferred.

RELATIONSHIPS

- Maintains positive working relationships with school administration, staff, and colleagues.

REPORTING STRUCTURE

- Reports to the Director of Operations and School Administrators.

THE FOLLOWING COMMITMENTS ARE ESSENTIAL TO ALL POSITIONS WITHIN CAMPBELL RIVER SCHOOL DISTRICT

- Commitment and adherence to workplace policies, procedures and practices.
- Commitment to standards of conduct, including behaving in a manner that is: respectful, professional, team-oriented, collegial, collaborative, ethical, honest, and trustworthy.
- Commitment to understand and implement the Truth and Reconciliation Calls to Action and the Declaration on the Rights of Indigenous Peoples Act.

CLASSIFICATION

- This position's classification is Maintenance 1 and has a pay rate in accordance with Schedule A of The Canadian Union of Public Employees – Local 723 Collective Agreement. This position is paid a Department Head Allowance in accordance with Article 25.04.