



CUSTODIAN TEAM LEAD (DISTRICT)

JOB DESCRIPTION | JUNE 2024

NATURE AND SCOPE OF WORK

Reporting to the Custodian Supervisor, the Custodian Team Lead (District) will provide impactful leadership, with a focus on building relationships and creating a positive work environment. Experienced in building service operations, the Custodian Team Lead (District) will dispatch custodial work across the district and will take a leadership role in training custodial staff. This position has administrative responsibilities for the department and is the point of contact for custodial issues across all district sites and oversees custodial staff during the day shift.

SPECIFIC RESPONSIBILITIES

- Dispatches custodial staff in response to absences and emergency situations.
- Trains custodial staff on best custodial practices, including handling and storage of dangerous goods.
- Assists in testing and evaluation of new products and equipment.
- Demonstrates and instructs workers in the use of new cleaning supplies and equipment.
- Reviews custodial timesheets for accuracy and completeness.
- Maintains a positive working relationship with school administration, parents, staff, and students.
- Delivers custodial supplies, including loading and unloading of vehicles.
- Responds to emergency situations as required.
- Carries out all aspects of custodial work, including the use of various powered cleaning equipment as required.
- Resolves any building security issues such as disarming facilities and trespassing incidents which may require obtaining additional staff support.
- Ability to recognize, report, and respond to building maintenance issues.
- May be required to act as Custodian Supervisor due to absences or vacation.
- Works from oral and written instruction.
- Follows established procedures and policies.
- Other 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 two years of recent full-time equivalent supervisory experience (approximately 3500 hours), preferably in custodial work.
- Possess a valid B.C. Driver's License Class 5 minimum.
- Have a clear understanding of all cleaning functions, procedures, and equipment.
- Ability to operate all custodial equipment in a safe manner, and to use personal protective equipment.
- Physical ability to perform all custodial work, including heavy lifting of up to 50 lbs., and working at heights, including a ladder or scaffold.
- Demonstrated ability to provide leadership, training, direction, and supervision.
- Successful completion of Building Service Worker Level 1 and WHMIS courses, as well as a course (approximately 20 hours of instruction) in workplace leadership and supervisory skills.
- Effective interpersonal and relationship-building skills.
- Ability to organize and schedule work.
- Possess effective problem-solving and emergency response skills.
- Proficient in windows-based software, with an aptitude for current technology.
- Excellent organizational and time-management skills.
- Knowledge of school building safety and security measures.
- Ability to read and write English.

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 custodial colleagues.

REPORTING STRUCTURE

- Reports to the Custodian Supervisor 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 Custodian I and has a pay rate in accordance with Schedule A of The Canadian Union of Public Employees – Local 723 Collective Agreement.