



JOB POSTING

Manager of Custodial Services

Reporting to the Director of Operations, the Manager of Custodial Services will be responsible for the supervision of all custodial staff engaged in the cleaning of school district facilities. Some of the typical duties include developing work schedules, staffing and staff assignments to meet changing requirements. The primary hours of work will be when the majority of custodial staff is in the work place, which are afternoon and evening shifts. This position will be required to be on-call for emergencies on a rotating basis and will also provide supervision and co-ordination of staff involved with facilities' bookings.

We are seeking an approachable and collaborative leader with a “can- do” attitude, a focus on client services and effective resources utilization, and a desire to help create a healthy and safe learning /working environment for all students and staff in the school district. The successful applicant will possess superb people skills, the ability to communicate effectively, diplomatically and tactfully, both orally and in writing, and the willingness to recognize, appreciate and promote the abilities, skills and dedication of the people that make up the custodial crews in order to create a win-win situation for those crews, for facilities, the operations department, the school district and the communities it serves.

Responsibilities:

- Establish methods to be used and standards of performance to be met by custodians working in various locations and under varying conditions
- Provide input to the Director of Operations and HR towards recruitment and selection of custodial staff

- Train custodians to use correct work methods through the preparation of instruction manuals and demonstration
- Conduct custodial performance assessment and liaise with the Director of Operations and HR regarding performance and disciplinary matters
- Oversee assigning and directing of work projects
- Approve annual vacation and other time off requests
- Conduct coaching and discipline meetings as required
- Monitor frequently the performance and methods used and maintain statistical records designed to highlight areas where total effectiveness can be improved
- Manage the custodial supply budget and order, receive, store and issue consumable supplies used in custodial work, establish re-order levels and monitor rate of consumption
- Manage the staff replacement budget by establishing work priorities and assigning staffing levels
- Assess cleaning compounds, waxes and other materials available and select those for use that will meet the cleaning standards established at the lowest total cost
- Maintain contact with school administrators regarding concerns with custodial services
- Assist in the supervision of maintenance staff in the absence of the Manager of Operations
- Establish and maintain safe work practices and adhere to proper work procedures and follow established WorkSafeBC regulations
- Inspect the work of the custodial staff and correct unsafe or hazardous conditions or areas requiring maintenance
- Oversee delivery services
- Supervise bookings and rentals of school facilities through the facilities booking clerk and ensure adequate custodial coverage, operation and accounting

The successful applicant will possess:

- A post-secondary diploma in a relevant field supplemented by a Building Services Worker certificate
- A minimum of three years of supervisory experience in a unionized environment
- Computer literacy using Microsoft Office
- Demonstrated ability to problem solve technical and mechanical issues
- Excellent interpersonal, organizational and communication skills
- The ability to lead by example while demonstrating a commitment to continuous improvement through best practices and strategic planning in the field of cleaning and custodial services

School District 71 (Comox Valley) is a positive, progressive and growing school district located on the east coast of Vancouver Island. It is located on the traditional territory of the K'ómoks First Nation. Located within the Comox Valley is the City of Courtenay, the Town of Comox and the Village of Cumberland; each providing their own unique services and community cultures. The Comox Valley is a desirable place to live with great ocean beaches, golf, skiing, hiking, swimming and boating. In addition, the community has strong and vibrant arts and cultural programs.

As a learning organization, we work closely with our educational partners to develop responsible, compassionate citizens and successful lifelong learners. Over 1500 employees work to provide a comprehensive educational program to approximately 8,500 students from kindergarten to Grade 12 in our 15 elementary schools, 1 middle school, 3 secondary schools, 2 alternate schools, and a distributed learning school. The District's annual operating budget is approximately \$100 million.

To Apply:

The competition will remain open until a suitable candidate is found. Applications received prior to 1:00 pm (Pacific Time), Friday, May 17th, 2019 are assured careful consideration.

Qualified applicants are invited to apply in confidence by submitting a detailed resume with supporting documentation and three (3) professional references through <http://bit.ly/2GLDjem>.

The successful applicant will be subject to the terms of the Criminal Review Act. Only short-listed candidates will be contacted. No agencies please.

**Thank you for your interest in School District 71 (Comox Valley)
An Equal Opportunity Employer**