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# School District No. 20 (Kootenay-Columbia)

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## PART TIME MANAGER OF CUSTODIAL SERVICES

(2-year term)

### The Position:

Reporting to the Director of Operations, the Manager of Custodial Services will work closely with leadership staff and be responsible for the management of all aspects of custodial services for School District No. 20 (Kootenay-Columbia). You will manage, supervise and coordinate the staff responsible for custodial care and cleaning of facilities including: developing and maintaining procedures and standards, coordinating the waste management and recycling program, as well as being responsible for monitoring and controlling of the annual custodial budget. Specifically, the Manager of Custodial Services is responsible for overseeing and providing work direction to bargaining unit staff in the evenings (and occasionally weekends) to ensure the effective and efficient delivery of custodial services and security of district facilities.

You will have daily interactions with other district leadership staff and representatives from both our unions. You are a strategic thinker who enjoys both people and challenges. Your exceptional interpersonal skills and problem solving abilities helps guide your actions in supporting the district and our 500+ staff members.

### The District:

School District No. 20 (Kootenay-Columbia) is situated in the beautiful West Kootenays of interior B.C. Our compact district employs approximately 500+ employees and enrolls just under 4,000 students in 10 schools and education centres with an approximate budget of \$37,000,000. The district is committed to providing a quality education program in a positive labour relations climate. Enjoy a very supportive environment, great quality of life and reasonable cost of living in the West Kootenays!

### The Candidate:

The successful candidate will possess:

- Experience managing in a unionized environment with the ability to lead, facilitate and gain consensus with various stakeholders and teams
- Comprehensive knowledge of industrial cleaning supplies, tools and protective equipment required to complete work safely (e.g. WHMIS) is an asset
- Thorough knowledge and expertise in the areas of custodial services evidenced by at least 3 – 5 years of custodial experience in an industrial setting is an asset
- Proven leadership skills and a team approach to managing
- Proficient in related computer applications
- Effective interpersonal and communication skills
- Ability to deal with conflict to resolve problems
- Ability to build a positive and progressive workplace culture
- A high level of integrity and superior work ethic
- A commitment to the District, students and staff
- A valid BC Driver's License

This is a part time exempt position with a minimum annual salary of \$55,305 and offers a competitive benefits package. Duties will commence on November 12, 2018 or a mutually agreeable date. For details please contact Marcy VanKoughnett, Assistant Superintendent, at (250) 368-2227 or [mvankoughnett@sd20.bc.ca](mailto:mvankoughnett@sd20.bc.ca).

Applications including cover letter, resume (including references) with supporting documents may be submitted online via Make a Future (link below) to Mrs. Marcy VanKoughnett, Assistant Superintendent - Human Resources, by **12:00 Noon on Tuesday, October 9, 2018**.

**Please note we only accept online applications. Please apply online through [www.makeafuture.ca/kootenay-columbia](http://www.makeafuture.ca/kootenay-columbia)**

We thank all applicants for their interest, however, only those selected for interviews will be contacted. Applicants agree to confidential reference checks, including all previous employers. The successful applicant will be subject to a Criminal Record Check.