

School District No. 91 (Nechako Lakes)

JOB DESCRIPTION

MAINTENANCE – Custodial Coordinator

Rate of Pay: **Band # 11**

Location: **District Facilities**

SUMMARY

- plans, organizes, directs and controls the delivery of custodial services to district facilities
- provides support to District and custodial staff to fulfil the custodial function within the District facilities
- performs a wide variety of custodial tasks as required

DUTIES & RESPONSIBILITIES

- oversees and provides instruction and direction to custodial staff
- coordinates, prioritizes and assigns routine and non-routine work for custodial staff based on the requirements and in emergent situations at district schools and facilities
- oversees and directs custodial staff in meeting district policies, procedures, practices, processes and standards
- provides direction to custodial staff on appropriate cleaning methods
- will dispatch casual custodians in the event of employee absences
- assists the Manager of Facilities in implementing, coordinating and monitoring the District's goals and objectives, budget, materials and labour requirements, timelines and progress reports, as required
- coordinates, prepares, schedules and implements the custodial cleaning activities during school break times
- ensures appropriate records and documentation are prepared and retained for all aspects of sites and facilities
- provides the Manager of Facilities with feedback on employee and contractor performance
- performs a variety of manual tasks such as dusting, sweeping, vacuuming, washing, scrubbing and disinfecting district facilities such as floors, carpets, windows, sinks, toilets, urinals, walls, desks, etc, as required
- maintains the confidentiality of sensitive information seen or heard

QUALIFICATIONS

KNOWLEDGE

- completion of Grade 12 (Dogwood Certificate)
- completion of a Building Service Worker certificate program equivalent to 40 hours of instruction
- completion of a Management/Supervisory program (equivalent to a minimum of 6 months)
- B.C. Driver's License – class 5 with an exemplary driving record as demonstrated by a current driver's abstract

EXPERIENCE

- four years of relevant work experience
- 1 year of recent, successful related supervisory experience
- WHMIS Certificate and familiarity with Work Safe BC safety procedures

SKILLS & ABILITIES

- ability to lead a team of custodial staff to help achieve the goals and objectives of the school district
- familiarity with WorkSafe BC safety procedures
- working knowledge of behavior management techniques, conflict resolution and task analysis techniques
- ability to communicate effectively using courtesy, tact and discretion in contacts of a difficult, sensitive or specialized nature
- competent in the use and care of tools and equipment common to the custodial position
- knowledge and ability to operate and maintain custodial equipment
- understanding of current and appropriate regulations and codes
- physical capability to perform all custodial duties
- working knowledge of computers and facilities-based software programs
- ability to use initiative to determine, judge and select appropriate course of action within limits of established methods and procedures