



JOB DESCRIPTION

Manager of Custodial Services

Reporting to the Senior Manager of Caretaking, the Manager of Custodial Services is responsible for ensuring the effective and efficient functioning of various custodial and Managerial support for maintenance operations, including the coordination and supervision of bargaining unit supervisors and custodial staff while assisting with the formulation and implementation of administrative procedures and processes.

Specific Responsibilities

- Is responsible for the direct supervision of the Caretaking Supervisors; monitors work performance, run inspections, orientation, and training.
- Provides supervision and support to the caretaking department and assists with overall responsibility for the day to day custodial operation.
- Attends and assists with emergency after hour call outs to sites during the week or weekend.
- Is responsible for the supervision of all custodial functions in conjunction with the Senior Manager and school Principals and Vice-Principals.
- Works in conjunction with the Senior Manager of Caretaking to develop and implement policies, procedures, including safety procedures and the caretaking manual related to custodial operations. Advises and assists Principals, Vice-Principals and Supervisors on any custodial matters.
- Manages and provides training and orientation for new, transferred or shift caretakers on the requirements of the position including cleaning methods and procedures, use and care of equipment, heating systems, alarm systems and work safety.
- Participates in overseeing the work of contractors and vendors and provides managerial support to these individuals as well as maintenance staff
- In consultation with Human Resources and the Senior Manager of Caretaking plays an integral role in administering the collective agreement in relation to staff, including attendance management, returns to work, duty to accommodate, hiring authority, investigations discipline as appropriate including termination, authorizes overtime, leaves and similar requests; represents management as required in the grievance process
- Monitors and follows up on employee absenteeism and involved in the return to work of employees from various leaves
- Evaluates and makes recommendations to the Senior Manager of Caretaking regarding employee performance and misconduct issues including conducting investigations and discipline. Assists in monitoring day to day custodian absences and replacements as well as assisting to organize coverage requirements for weekend and after hour functions.
- In conjunction with the Senior Manager of Caretaking; monitors and follows up on probationary periods/ reports
- Participates in the shortlisting and interviewing of candidates for custodial positions

- Oversees supervision responsibilities and deployment of all custodial staff in the absence of the Senior Manager of Caretaking.
- May participate as the Board's representative on various committees as required.
- Investigates and reports accidents in conjunction with Administrators/Supervisors, recommends and implements preventative measures, monitors employee time loss and promotes employees' return to work.
- Maintains records and statistics and produces reports as may be required.
- Provides coverage for the Senior Manager of Caretaking as needed.
- Participates and supports the district budget process.
- Participates in creation and evaluation of RFP's
- Monitors and approves custodial supply requisitions.
- Approves revisions to custodial duty sheets and participates in run reviews.
- Provides technical and managerial assistance to staff.
- Assists in reviewing and reporting of adverse environmental events.
- Other duties that may be assigned

Required Education and Experience

- Completion of Grade 12 or equivalent plus applicable post-secondary courses including a Building Service Worker Certificate.
- Minimum of 3-5 years related supervisory work experience, preferably in a complex multi-union public sector environment
- Demonstrated ability to plan, organize, and implement solutions to issues and operational problems
- Excellent managerial, interpersonal, negotiating, coaching, team building, dispute resolution and communication skills
- Proficient in the use of Microsoft Word and Excel and excellent verbal and written skills
- Experience in the education sector is an asset
- A valid class 5 BC Driver's license and business use of personal vehicle