



**ST. CLAIR CATHOLIC**  
DISTRICT SCHOOL BOARD  
*Lighting the Way ~ Rejoicing in Our Journey*

**Position:** Shift Supervisor-Custodians

**Union/Association:** Administrative Services Group (ASG)

**Posting #:** NT-2017-185

**Date Posted:** December 22, 2017

**Closing Date:** January 18, 2018, 4:00pm

**Employment Status:** Permanent, Full-Time

**Work Hours/Schedule:** 35 hours per week; work schedule 2:30pm - 10:30pm

**Location:** Facility Services (serving Chatham-Kent and Sarnia-Lambton Elementary & Secondary Schools)

**Annual Salary Band Range:** \$62,801 - \$74,278

**Start Date:** Immediate

Send resume quoting posting number NT-2017-185 in cover letter. Send by email to [apply@st-clair.net](mailto:apply@st-clair.net)

### Responsibilities

Reporting to the Manager – Supervisor – Facility Operations, the Shift Supervisor – Custodians will:

- Coordinate, direct and oversee interior/exterior cleaning programs within assigned schools ensuring compliance of relevant acts and regulations;
- Develop and implement work schedules and procedural guidelines for custodial staff including management of workload and coverage for absent employees;
- Administer the custodial and maintenance operations of the assigned schools;
- Maintain proper inventory control at each school to ensure that staff has been provided with the necessary items to perform their job;
- Conduct site audits/inspections for adherence to Facility Services standards, processes and procedural guidelines;
- Administer and adhere to Board policies, procedures, procedural guidelines and the CUPE Collective Agreement for all direct reports;
- Supervise unionized staff including recruitment and selection, performance evaluation, attendance support, conflict resolution, WSIB claims/reporting and worker accommodation reviews and prepare reports for Human Resources as required;
- Review, coordinate and conduct training session to enhance custodian performance and implement continuous improvement to service standards and processes;
- Monitor service contractors' performance ensuring adherence to Board policies and guidelines;
- Plan and execute preventative maintenance and capital project work in collaboration with other Facility Services staff;
- Respond to daily issues and emergencies that occur at all times related to CUOS, Childcare Operators, security, flood, fire, gas leaks, power loss, equipment failure, etc., including being available as the rotating on-call duty supervisor;
- Work cooperatively and positively with others in a professional manner to facilitate an effective team environment, in accordance with organizational and departmental expectations;
- Assist Supervisor – Facility Operations as required;
- Assume any other duties as assigned;
- Duties may be changed from time to time.

### Qualifications & Skills

- College Certificate or diploma in a discipline related to facilities management preferred or equivalent;
- Three to five years supervisory experience managing staff in a unionized facilities management environment preferred;
- Possess a valid Ontario Driver's license (G-class) and access to vehicle;
- Customer service oriented approach with excellent communication, planning, organizational, time management, and budget skills;
- Knowledge of Ontario's Occupational Health and Safety Act (OHSA);
- Available for after hours and weekend calls, troubleshooting and emergencies;
- Proficiency in computer skills including Microsoft Office and eBASE;
- Possess a good working knowledge of custodial operations, systems and procedures, building, electrical, mechanical and control systems;
- Ability to work very effectively both in a team environment and independently;
- Must be the kind of individual that brings initiative, assertiveness, enthusiasm and high degree of professionalism to a very dynamic and changing environment.

### Accommodation

The St. Clair Catholic District School Board is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environment. We will accommodate the needs of the applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process; see Accessibility Standards for Customer Service Policy (<http://www.st-clair.net/policies.aspx>). Please advise the Human Resource Services Department to ensure your accessibility needs are accommodated throughout this process. Information received relating to accommodation measures will be addressed confidentially.

*We thank all applicants for their interest; however, only those selected for an interview will be contacted. The successful candidate will be required to provide a satisfactory Criminal Background Check as a condition of employment.*