



Hiring the Position of Shift Supervisor – Building Services

Position:	Shift Supervisor – Building Services
Union/Association:	Administrative Services Group (ASG)
Posting #:	NT-2022-204
Date Posted:	November 29, 2022
Closing Date:	December 5, 2022, 4:00 p.m.
Employment Status:	Full-time, Permanent
Work Hours Schedule:	35 hours per week, Afternoons
Location:	Board-Wide
Pay Rate Range:	\$76,948 – \$93,112 (Under Review)
Start Date:	Immediately

If Interested

Send resume quoting posting number (NT-2022-204) in cover letter.

Send by email to apply@sccdsb.net

Responsibilities

Reporting to the Manager, Facility Services, the Shift Supervisor – Building Services will be responsible for providing direct supervision and support to custodial staff during the afternoon/evening shifts ensuring that the schools meet or exceed Board standards for cleanliness and safety. The Shift Supervisor – Building Services is responsible for overseeing evening facility operations, monitoring and managing employee performance, workloads and supplies.

- Supervise and meet regularly with Custodial personnel in assigned schools to maintain efficiency, policies, procedures, regular training, set standards, monitor performance, execute Custodial performance evaluations, and recruit and select for vacancies
- Maintain records to authorize vacations, leaves of absence and other absences
- Provide Custodial coverage to each school daily by providing replacement staff for absent Custodians
- Regularly coordinate and arrange absence schedule outside of business hours (4am, 11pm, weekends, holidays) and cover day shifts for Building Services Supervisors and Maintenance Supervisors should they be absent
- Ensure Board facilities are safe, clean and operational complying with collective agreements and applicable legislation
- Investigate and provide prompt and complete accident and incident reporting



- Cooperate with HR and Union management with disciplinary investigations and grievances towards Custodians, as required, and attend meetings to structure and monitor modified work duties and programs
- Review square-footage of schools to ensure proper staffing and work allocations and follow-up on deficiencies and create a work schedule to discuss with Custodial staff and school
- Execute bi-annual reviews at each location as well as annual key audits
- Train staff on the use of eBASE logs, FOB procedures, alarm systems, Custodial duties, proper cleaning techniques, equipment, and procedures
- Manage Custodial supplies by determining required levels and costs at each location
- Supervise facility maintenance and capital projects to offset departmental workloads, prepare and turnover school spaces and arrange furniture moves, set-ups, repairs, replacements, and deliveries
- Assist with the development and management of the Custodial Services budget including inventory control of supplies and equipment
- Respond to issues and emergencies that occur during evening operations related to CUOS, Child Care Operators, security, flood, fire, gas leaks, power loss, equipment failure, etc.
- Prepare training programs and coordinate online and in class training as well as coordinate and deliver effective professional development
- Assist in recruitment and selection of new staff, aid existing employees with successful return-to-work plans and participate and initiate Principal Orientations
- Assist with after hours investigations of vandalism, arrangements, emergency repairs or clean-up and follow up on inspections, ensuring compliance
- Work closely and collaboratively with school administration, Custodial staff and union representatives to maintain positive labour relations
- Establish and update procedural guidelines to identify and respond to Custodial Services and Health and Safety issues
- Keep up to date with Ministry Directives, Municipal Bylaws, Codes, OHSA, WHMIS, etc.
- Other Duties as assigned

Qualifications and Skills

- Post Secondary degree/diploma in engineering, technology, building operations or equivalent/related education
- Five (5) years experience supervising/managing day-to-day building operations
- Experience managing staff in a unionized facilities management environment is preferred, but not required
- Experience with Computerized Management System Supervise (CMMS) eBASE and a working knowledge of physical security systems, including lock and key management, automated access control, life safety and monitoring agencies along with related management applications
- Working at Heights and Fall Protection Training or ability to receive within three (3) months of position acceptance



- Part 1 & 2 JHSC Certification and a Certificate in a discipline related to facility management or equivalent is preferred
- Exceptional time management skills and ability to prioritize tasks in a fast-paced environment
- Possess a valid Ontario Drivers license (G-Class) and access to a vehicle
- Effective use of Microsoft Office, specifically Excel, Teams, Word, PowerPoint and other web-based applications and databases
- Effective communicator, verbally and electronically
- Knowledge of Building Code, Fire Code, AODA, WHMIS, the Occupational Health and Safety Act plus any Government legislation pertaining to school boards and facility maintenance and management is preferred
- Knowledge of collective agreements and other relevant labour legislation (Employment Standards Act, Ontario Human Rights, Occupational Health & Safety Act, WSIB Act etc. is preferred

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.

Thank You

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.