

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD



Peterborough, Ontario
invites applications for the position of

Custodial Supervisor (Afternoon/Evening Shift)

Start Date: TBD

Salary: Category 2 - \$66,410 - \$77,255/year

35 hours/week - 12 months per year

ALG Posting# 21-036

We offer eligible employees a comprehensive employee pension (OMERS) and benefit package upon start date, a commitment to ongoing learning, and an exceptional work environment.

The Kawartha Pine Ridge District School Board (KPR) offers a world-class education for approximately 34,000 students in 87 schools. Spanning over 7,000 square kilometers, across diverse rural and urban communities in southeastern Ontario, KPR serves the Municipality of Clarington, Northumberland and Peterborough Counties, and City of Quinte West/Murray Ward.

The Board is situated on the traditional territory of the Michi Saagiig Anishinaabeg people, serving three vibrant Indigenous communities which include Alderville First Nation, Curve Lake First Nation and Hiawatha First Nation.

All positions in the Kawartha Pine Ridge District School Board support the school's priority of student achievement and the Boards mission to educate our students to excel in learning, to succeed in life and to enrich our communities.

Employees demonstrate empathy and respect in all interactions, are committed to service excellence, and embrace change through innovation.

As part of our strategy to provide on-going support for our schools, the Board is now accepting resumes from qualified applicants for the full-time position of Custodial Supervisor.

The purpose of the Custodial Supervisor position is to supervise and maintain a safe cleaning environment for students and staff, and create an optimal and safe operation of Board facilities by monitoring, training and providing leadership regarding the day-to-day performance of custodians.

This position reports to Manager, Facility Operations

MAIN RESPONSIBILITIES:

- Supervise and meet regularly with custodial personnel in assigned schools to maintain efficiency, policies, procedures, regular training, set standards, monitor performance and recruit and select for vacancies.
- Conduct regular inspections; initiate remedial action; maintaining and updating department's Quality Assurance inspections/audits and other database for all assigned buildings; to ensure custodial work conforms to Board standards.
- Administer and monitor supplies and budgets.
- Ensure training of custodial personnel in all Health and Safety Regulations; procedures; standards and legislated compliance.
- Ensuring daily operations comply with the collective agreement and applicable legislations.
- Investigating and providing prompt and complete accident and incident reporting.
- Attend meetings with Human Resources representative, union representative and employee to structure and monitor modified work programs.
- Provide custodial coverage to each school daily by providing replacement staff for absent custodians through monitoring of ATE system.
- Assist with after-hours investigations of vandalism, arrangements, emergency repairs or clean-up.
- Distribute and enforce tenders, and place calls to check references, liability, equipment and verification of information submitted on tender.
- Keep up with and research information regarding new supplies and equipment for custodial staff, attend OMC conferences and Can Clean shows.
- Review square-footage of schools to ensure proper staffing and allocate work.
- Respond to principals, custodians, school associations, contractors and community groups regarding health and safety, absenteeism, and use of school facilities.
- Act to resolve complaints regarding snow removal, grass cutting, pest control, etc.
- Maintain records to authorize vacations, leaves of absence, float days, and banked time.
- Follow-up on deficiencies and create work schedule to discuss with custodial staff and principals in order to maintain cleanliness.
- Attend meetings regarding grievances and disciplinary action towards custodians, as required.
- Evaluate performance of contract custodians throughout Board system.
- Follow-up on Fire Marshall's inspections, ensuring compliance is timely.
- Communicate and share information regularly with Department manager including but not limited to site visits, staffing, performance and staff training.
- Plan and support the development of individual team members to effectively achieve goals.
- Maintaining accurate daily records (computerized and written).
- On-call duties as required.
- Other duties as assigned.

SUPERVISION:

- Direct supervision of custodial staff.

EDUCATION & EXPERIENCE REQUIRED:

- Post-Secondary Education, preferably in Building Science/Facility Management or equivalent combination of education and experience.
- Knowledge of relative legislation including but not limited to the Occupational Health and Safety Act; Workplace Safety Regulations; Small Drinking Water Systems and WHMIS.
- Minimum 2-4 years supervisory experience in a unionized environment. Preferable experience in Cleaning/Janitorial/Custodial field within an Education or Health Care sector.
- Completion of Human Resource based courses and/or workshops would be considered an asset.

SPECIALIZED SKILLS REQUIRED:

- Proven ability to lead, supervise and manage a large group of employees in a unionized environment.
- Ability to motivate staff, maintaining positive employee relations through the effective administration of the collective agreement and Board policies.
- Proven administrative skills. Computer literacy including MS Word, Excel, Application Software including work order system and Custodial Quality Assurance Program.
- Required to deal tactfully and objectively with customers; staff; visitors; students; faculty and co-workers.
- Must be able to use, and instruct in the use of, all cleaning materials and equipment. In addition, must be familiar and able to train employees in wide range of cleaning chemicals and procedures
- Must have substantial work experience with the following equipment: Auto scrubbers; floor polishers/burnishers; vacuums (all types); rideable sweepers/scrubber; carpet shampoo machine; carpet extractors (low moisture and hot water); and other related equipment.
- A commitment to service excellence.
- Contributes solutions to complex situations.
- Effective coaching, mentoring, conflict resolution and relationship management skills.
- Superior communication skills, written skills, presentation and verbal skills
- Flexibility to work unscheduled hours and day shifts / weekends as required.
- Valid driver's license and use of own reliable vehicle.

WORKING CONDITIONS:

- Office and school environments.
- Frequent travel, interruptions and distractions.
- Moderate amounts of walking, standing, concentration, attention to details, visual exertion, keyboarding, and dealing with difficult people.

Qualified applicants are asked to submit a letter of application and a complete resume stating qualifications, accompanied by references and proof of all certifications. Applications can be emailed to Magdalene.Graham@kprdsb.ca and must be received on or before **April 26, 2022 at 4:00pm.**

A police records check, with a Vulnerable Sector Search and Pardoned Sexual Offenders Database Search, dated within 6 months prior to the date of hire, is a requirement for employment with this Board. Please note that there have been reports that it has taken some candidates up to 6 weeks to obtain a police check. With that in mind, we strongly recommend that you go about obtaining this search at your earliest convenience.

KPRDSB is an Equal Opportunity Employer. For more information about what this means in our organization, please refer to our website at www.kprschools.ca (See "Employment" section).

KPRDSB is committed to a qualified workforce that is representative of the diversity of the people of Ontario and across the communities we serve. We welcome applications from candidates with diverse background and lived experiences as a member of a marginalized group, including but not limited to:

- *First Nations, Métis and Inuit peoples, and all other Indigenous peoples;*
- *members of groups that commonly experience discrimination due to race, ancestry, colour, religion and/or spiritual beliefs, or place of origin;*
- *persons with visible and/or invisible (physical and/or mental) disabilities;*
- *persons who identify as women; and*
- *persons of marginalized sexual orientations, gender identities, and gender expressions.*

KPRDSB is committed to providing barrier-free and accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Should you require accommodation through any stage of the recruitment process please make them known when contacted and we will work with you to meet your needs.

Only those selected for an interview will be contacted.

Diane Lloyd
Chairperson of the Board

Rita Russo
Director of Education
Steve Girardi

Superintendent of Education, Human Resource Services

Educating for Success!

Thank you for your application. Only those selected for an interview will be contacted.