

# Manager of Custodial Services

<b>BULLETIN NUMBER</b>	<b>186/E/23</b>	<b>DATE POSTED:</b>	<b>May 26, 2023</b>
<b>SCHOOL</b>	<b>LOUIS RIEL SCHOOL DIVISION BOARD OFFICE</b>		
<b>COMMENCING:</b>	As soon as can be arranged		
<b>COMPENSATION:</b>	Salary commensurate with qualifications and experience		
<b>HOURS:</b>	35 hours per week; permanent non-union position		

## POSITION DESCRIPTION:

Reporting to the Director of Facilities and Maintenance, the successful candidate will be responsible for the overall leadership and direction of custodial services. The Manager will plan and manage custodial staff, resources, and contracted services to ensure the school buildings are cleaned in accordance with appropriate health and safety standards for educational facilities. Other responsibilities include assisting with: supervision and direction of staff (in consultation with school administration); full-cycle recruitment of employees for the Facilities Department; and scheduling permanent, casual, and summer staff. The incumbent will also be responsible for material procurement, supplies and inventory; providing detailed estimates, minor plans, and costings; and providing technical information within their area of expertise. They may also assist with recommendation of design and modification-work required for maintenance and capital projects as well as providing information for budget consideration. The incumbent must be flexible and available to work evening or day shift to support the Facilities Department.

## REQUIRED AND PREFERRED QUALIFICATIONS:

- Completion of a Bachelor's degree in Commerce or Business Administration is required.
- Basic understanding of cleaning and maintenance work (electrical, plumbing and carpentry) is an asset
- Five years of recent experience in a managerial role, managing, training and coaching staff performance and growth within large teams and unionized employees in multiple locations is required
- Experience with evaluating systems and implementing new processes and procedures is required
- Effectively document performance on employee evaluation form and use it as a tool to improve performance
- Advanced proficiency in managing documents, spreadsheets, and databases, email & Internet skills (MS Office preferred)
- Strong leadership, supervisory, and organizational abilities
- Ability to develop systems, protocols, and standards to organize electronic and manual files/records for staff, supplies and equipment.
- Experience with facilitating a conflict resolution process with employees
- Ability to write clear, grammatically correct, concise, and well-reasoned correspondence, reports, procedures, specifications, and contracts
- Excellent judgment, problem solving and analytical skills with the ability to interpret situations accurately and act accordingly
- Excellent public relations, interpersonal, communication and organizational skills
- Excellent team player combined with an ability to work independently
- Excellent verbal and written communication skills in both official languages (English and French) would be an asset

## APPLICATION PROCEDURE:

The Louis Riel School Division is committed to employment equity and accessibility. We encourage applications from members of equity-seeking groups with diverse abilities, backgrounds, cultures, identities.

- Apply by using the LRSD online submission process at [www.lrsd.net](http://www.lrsd.net)
- Include in your resume and cover letter your strengths and abilities in relation to the preferred qualifications listed above
- Identify the names and contact information of three references
- Address cover letter and resume to Michelle Jean-Paul, Assistant Superintendent
- Quote the Bulletin Number on the application; a separate application is required for each job bulletin
- Upload your resume and cover letter as one document
- Offer of employment with the Louis Riel School Division is subject to the results of a Criminal Record Check (including Vulnerable Sector Search), clear report from the Child Abuse Registry, and completion of Respect In School certification

We thank all applicants for their interest. Only those selected for further consideration will be contacted.

<b>APPLICATION DEADLINE:</b>	<b>4:00 p.m., Thursday, June 8, 2023</b>
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