

SUBSTITUTE CARETAKERS

CURRENT LOCATION(S):	Various – Urban and Rural
STARTING DATE:	As mutually agreed upon.
POSTING DATE:	March 1, 2010
CLOSING DATE:	Applications will be accepted on an on-going basis.
HOURS OF WORK:	Varied hours and frequency – on an “as needed” basis.
SALARY:	\$17.64 per hour

REQUIREMENTS FOR THE POSITION:

- Grade 12.
- Caretaker Technician I Certificate (in-house training) or equivalent caretaking experience.
- A valid Fireman’s Certificate would be an asset; however, not a requirement.
- A valid driver’s licence.
- W.H.M.I.S., First Aid/CPR.
- Demonstrated knowledge and skill in the use of standard cleaning practices and procedures, equipment and products including safe handling and storage techniques for various chemical-based cleaning agents.
- Demonstrated knowledge and skill in the use of building maintenance and basic repair practices and procedures, equipment and tools.
- General knowledge of and ability to perform basic mathematics required to mix various cleaning and maintenance products as per the manufacturers’ instructions.
- General knowledge of and ability to operate within Board policies and procedures.
- Detailed knowledge of and ability to operate basic HVAC systems and apply current energy management practices.
- Ability to maintain accurate records and documentation.
- Ability to understand and carry out oral and written instructions.
- Ability to work independently with minimal on-site supervision demonstrating sound judgement and decision making skills to ensure quality of work meets expected standards.
- Ability to establish and maintain effective working relationships with all staff, students and the public demonstrating tact and diplomacy.
- Ability to conduct oneself in a manner appropriate to an educational institution that provides services to children, including demonstrating strict attention to confidentiality of school operations and student information.
- Ability to perform standard caretaking and maintenance duties, including standing, walking, carrying, bending, stooping, climbing and lifting (exerting up to 50 lbs. of force occasionally, and/or up to 20 lbs. of force frequently, and/or up to 10 lbs. of force constantly to move objects).

SUBMIT APPLICATIONS TO: Dianne Birkeland, Administrative Secretary
Human Resources Department
Fax: 763-4460

Applicants must submit a separate application for each competition. Please follow the application procedure as outlined on our website at <http://www.srsd119.ca/srsdcareersfiles/supportstaffapplication.html>.

c. Dot Stewart, President, CUPE Local 4195; Bus Maintenance Facility; Maintenance Centre; Education Centre