

CARETAKING SERVICES MANAGER

PURPOSE:

The Caretaking Services Manager oversees the caretaking operations including supervision of all caretakers. This position is responsible for ensuring a high standard of employee proficiency and facility cleanliness and safety.

This position reports directly to the Superintendent of Facilities.

DUTIES AND RESPONSIBILITIES:

- ⇒ Regularly inspect and consult with staff to ensure a high standard of cleanliness is being maintained
- ⇒ Perform at least one formal evaluation annually of head caretakers / facilities
- ⇒ Direct new employees in the proper cleaning and equipment operating procedures
- ⇒ Conduct and/or coordinate caretaking in-services for ongoing training of employees
- ⇒ Determine supply and equipment needs within the department and arrange for procurement
- ⇒ Ensure that employees are aware of and comply with division policies and procedures
- ⇒ Administer the day-to-day operation of the caretaking department
- ⇒ Assist the Superintendent of Facilities in preparation of the annual department budget
- ⇒ Coordinate caretaking services/requirements with external user groups renting Saskatchewan Rivers Public School Division facilities
- ⇒ Arrange for building checks by caretaking staff during summer school closure and during weekends throughout the winter
- ⇒ Chair regular meetings with Head Caretakers and ensure information from meetings is distributed
- ⇒ Perform such other duties as may be assigned by the Superintendent of Facilities

QUALIFICATIONS:

EDUCATION, TRAINING & EXPERIENCE:

- ⇒ Typically the required knowledge, skills and abilities are obtained through successful completion of Grade 12 coupled with a minimum of seven (7) years' experience in the field of caretaking, specifically in a supervisory capacity

REQUIRED LICENCES, CERTIFICATIONS & REGISTRATIONS:

- ⇒ Facilities Management Administrator's (FMA) Certificate or equivalent would be considered an asset
- ⇒ Affiliation with Cleaning Management Institute (CMI) or any other equivalent caretaking/cleaning association would be considered an asset

KNOWLEDGE, SKILLS & ABILITIES:

- ⇒ Excellent leadership, communication and organizational skills
- ⇒ Current knowledge of caretaking practices and the operation of equipment as well as the use of cleaning products used in the practice of institutional cleaning
- ⇒ General working knowledge of building construction and maintenance practice
- ⇒ Understanding of applicable legislation pertaining to facility operations including, but not restricted to the *Occupational Health and Safety Act, The Workers' Compensation Act* and the current building /fire code applications
- ⇒ Proficient in the use of computers with a thorough understanding of Facilities Management and other related software
- ⇒ Ability to supervise, train and assess staff
- ⇒ Knowledge of basic accounting and budget processes and the ability to manage a budget as assigned
- ⇒ Ability to prepare reports in a clear concise manner
- ⇒ Ability to prioritize work to meet multiple requirements
- ⇒ Ability to work independently or as part of a team

ADDITIONAL INFORMATION:

- ⇒ A security background check including both a Criminal Record Check and a Vulnerable Sector check will be required
- ⇒ Must participate in applicable safety training, work-related professional development, in-service, or courses of study.
- ⇒ Performance of work may involve exposure to dust, noise, odours and seasonal weather conditions.

CONCLUSION:

The duties and responsibilities listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the role expectations if the work is similar, related, or a logical assignment to the position.

The position description does not constitute an employment agreement between the Board of Education and the employee and is subject to change by the Board of Education as the needs of the Employer and requirements of the position change.

**SASKATCHEWAN RIVERS PUBLIC SCHOOL DIVISION EMBRACES THE
FOLLOWING VALUES AND BELIEFS:**

- **Everyone is a Learner**
- **Excellence for Every Learner**
- **Lifelong and Continuous Learning**
- **Health, Safety and Wellness**
- **Accountability, Honesty, Integrity and Respect**
- **A Positive, Healthy and Enjoyable Work and Learning Environment**
- **An inclusive and diverse workforce and student population**

Saskatchewan Rivers Public School Division Employees are expected to be exemplary role models at all times.