

## **CARETAKER 1**

<b>CURRENT LOCATION:</b>	Shellbrook Public Elementary School <i>(with the understanding that you are employed by the Saskatchewan Rivers Public School Division)</i>
<b>POSITION:</b>	Permanent Full Time
<b>STARTING DATE:</b>	March 5, 2018, or as mutually agreed upon.
<b>POSTING DATE:</b>	February 20, 2018
<b>CLOSING DATE:</b>	February 27, 2018 by 2:30 p.m., or until a suitable candidate can be found.
<b>HOURS OF WORK:</b>	8.0 hours per day/40.0 hours per week (day shift)
<b>SALARY:</b>	Year 1 - \$22.95 per hour Year 2 - \$23.33 per hour Year 3 - \$23.96 per hour

### **REQUIREMENTS FOR THE POSITION:**

- Grade 12.
- Caretaker Technician 1 Certificate (in-house training).
- Must possess a reasonable amount of relevant caretaking experience.
- A valid Fireman's Certificate.
- 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.
- Working knowledge of and ability to perform basic mathematics required to mix various cleaning and maintenance products as per the manufacturers' instructions.
- Working knowledge of and ability to operate within Board policies and procedures.
- Working knowledge of and ability to operate basic HVAC systems and apply current energy management practices.
- Ability to maintain accurate records and documentation and provide recommendations to the Out-of-Scope Manager or designate.
- Ability to understand and carry out oral and written instructions.
- Working knowledge of current technology and software associated with the duties and responsibilities of this position.
- 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).
- It is a condition of employment that all candidates provide a criminal record check and a vulnerable sector check.

### **QUALIFIED CANDIDATES MAY APPLY IN CONFIDENCE TO:**

Human Resources, Saskatchewan Rivers Public School Division  
545 – 11<sup>th</sup> Street East, Prince Albert, SK S6V 1B1 Fax: 306-763-4460 hr@srsd119.ca