

CARETAKER 3

PURPOSE:

This position performs a variety of custodial duties and general facility maintenance and repair. Working closely and in cooperation with the Principal or Out-of-Scope Manager or designate, this position oversees the day-to-day operation of the assigned facility ensuring a safe, secure and clean environment for students, staff and the public.

This position reports directly to the Principal and the Caretaking Services Manager. This position supervises two or more full-time equivalent staff.

DUTIES AND RESPONSIBILITIES:

- ⇒ Practice safe work procedures at all times.
- ⇒ Communicate with the Principal or the Out-of-Scope Manager or designate to ensure a safe, secure and clean environment is maintained in all buildings and outside grounds.
- ⇒ Perform caretaking responsibilities on a regular basis that are associated with the cleanliness and upkeep of all buildings and outside grounds as listed in the Facility Cleaning Standards Guide.
- ⇒ Perform the function of group leader and work cooperatively and collaboratively with the Caretaking staff in the distribution and coordination of all caretaking duties.
- ⇒ Ensure buildings are secure and locked.
- ⇒ Promote and practice energy and water management in order to avoid unnecessary use and encourage conservation wherever practical.
- ⇒ Promote and facilitate the recycling of recyclable materials wherever possible.
- ⇒ Provide guidance and/or training to new and substitute caretaking staff.
- ⇒ Ensure that permit holders adhere to regulations related to the use of facilities. Assist permit holders with set up and proper use of equipment.
- ⇒ Investigate unauthorized activities in or on school grounds and report subsequent problems to supervisor and proper authorities, including vandalism, break-ins and fire alarms.
- ⇒ Prepare Service Requests in cooperation with the Principal or Out-of-Scope Manager or designate for repairs or maintenance as required.
- ⇒ Requisition and maintain a reasonable inventory of caretaking supplies.
- ⇒ Prepare and submit work plan; ensure all work identified in the plan is completed in consultation with supervisor
- ⇒ Operate all machinery associated to duties, ensuring equipment is properly utilized, cleaned and maintained.
- ⇒ Perform minor ground maintenance, including snow removal from entrances, walkways, roof, etc., salting/sanding, removal of garbage from grounds and attending to flowers/shrubbery.

- ⇒ Comply with any and all applicable Board Policies, guidelines and practices, and legislation and regulatory requirements.
- ⇒ Perform other related duties as assigned.

QUALIFICATIONS:

EDUCATION, TRAINING & EXPERIENCE:

- ⇒ Typically the required knowledge, skills and abilities are obtained through successful completion of Grade 12 coupled with a Caretaker Technician 1 Certificate
- ⇒ Must possess a reasonable amount of relevant caretaking experience

REQUIRED LICENCES, CERTIFICATIONS & REGISTRATIONS:

- ⇒ Must possess and maintain a valid Fireman's Certificate where The Boiler and Pressure Act and Regulations prescribe.
- ⇒ W. H. M. I. S.
- ⇒ First Aid/CPR.

KNOWLEDGE, SKILLS & ABILITIES:

- ⇒ Excellent leadership, communication and organizational skills
- ⇒ 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.
- ⇒ Detailed knowledge of and ability to perform basic mathematics required to mix various cleaning and maintenance products as per the manufacturers instructions.
- ⇒ Detailed 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 plan and organize the activities of employees and to train, supervise and motivate employees.
- ⇒ Ability to maintain accurate records and documentation and provide recommendations to the Manager.
- ⇒ 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).

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.