

CARETAKER 3 Revised

CURRENT LOCATION: Birch Hills Public School
(with the understanding that you are employed by the Saskatchewan Rivers Public School Division)

POSITION: Temporary Full-Time

STARTING DATE: As mutually agreed upon

ENDING DATE: June 28, 2024, or upon return of employee on leave

POSTING DATE: June 1, 2023

CLOSING DATE: June 30, 2023 by 1:00 p.m., or until a suitable candidate can be found

HOURS OF WORK: 8.0 hours per day/40.0 hours per week (day shift)

SALARY: Year 1 - \$25.64 per hour
Year 2 - \$26.11 per hour
Year 3 - \$26.73 per hour

PLEASE NOTE: If an applicant does not meet the requirements listed below, we will consider underfilling the position. If this is the case, there will be an expectation to obtain a Fireman's Certificate within a specified amount of time after the successful applicant begins the position. If the job is underfilled it will be filled with a Caretaker. (Rates as per CUPE 4195 Collective Agreement)

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.
- 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).
- 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 – 11th Street East, Prince Albert, SK S6V 1B1 Fax: 306-763-4460 hr@srsd119.ca

Please follow the application procedure as outlined on our website at https://www.srsd119.ca/?page_id=4999

Saskatchewan Rivers Public School Division is an equal opportunity employer. We are committed to creating an inclusive workplace and having a workforce representative of the diverse communities we serve. We welcome diversity and encourage applications from all qualified individuals.