

CARETAKING SERVICES MANAGER

The Manager of Caretaking Services provides leadership and oversight for all custodial operations throughout Saskatchewan Rivers Public School Division facilities. Reporting to the Superintendent of Facilities, this position is responsible for ensuring schools and division facilities are maintained in a safe, clean, healthy, and welcoming condition that supports student learning and employee wellbeing.

The Manager of Caretaking Services provides leadership to the division's caretaking staff by establishing service standards, managing personnel and resources, overseeing operational programs and contracted services, administering the division's Integrated Pest Management and waste management programs, and ensuring compliance with applicable legislation, division policies, and industry best practices.

DUTIES AND RESPONSIBILITIES:

Leadership and Administration

- ⇒ Provide leadership and day-to-day management of the Caretaking Division.
- ⇒ Supervise, recruit, mentor, train, evaluate, and support Head Caretakers, Caretakers, and Casual Caretaking staff, including attendance management, discipline, and labour relations matters.
- ⇒ Develop and implement departmental policies, procedures, service standards, and continuous improvement initiatives that promote consistent, efficient, and effective custodial services.
- ⇒ Conduct regular facility inspections and monitor service quality to ensure divisional cleanliness, safety, and operational standards are achieved.
- ⇒ Develop staffing plans, workload assignments, succession plans, and operational priorities to support divisional needs.

Operational Management

- ⇒ Coordinate daily caretaking operations, staffing assignments, annual scrub programs, and custodial support for school events, rentals, emergencies, and special projects.
- ⇒ Collaborate with school administrators to resolve operational concerns and continuously improve service delivery.
- ⇒ Lead the division's Integrated Pest Management Program and coordinate contracted pest control services.
- ⇒ Assist in coordinating custodial response during facility emergencies, including floods, power outages, fires, water leaks, and severe weather events.
- ⇒ Coordinate and monitor division-wide waste collection, recycling, and custodial service contracts to ensure efficient, cost-effective service delivery.

Equipment, Procurement and Asset Management

- ⇒ Ensure compliance with Occupational Health and Safety legislation, WHMIS requirements, and departmental safety procedures.
- ⇒ Develop and coordinate departmental training programs and promote safe work practices.
- ⇒ Develop standards for custodial equipment, tools, supplies, and cleaning products.
- ⇒ Coordinate purchasing, inventory management, equipment replacement, and standardization of custodial equipment and supplies.
- ⇒ Evaluate new equipment, cleaning technologies, and environmentally responsible products.
- ⇒ Assist with tendering and procurement processes related to custodial services.
- ⇒ Manage contracts related to custodial operations, including supply contracts, waste collection, recycling, pest control, sanitary disposal, and other contracted services.

Financial Management

- ⇒ Assist in preparing and administering the Caretaking Division operating budget.
- ⇒ Monitor departmental expenditures and recommend operating and capital improvements to support efficient service delivery.
- ⇒ Perform other related duties as assigned.

QUALIFICATIONS:

Education, Training, and Experience

- ⇒ Grade 12 diploma or equivalent.
- ⇒ Minimum five (5) years progressively responsible experience in custodial services, facility operations, or building services.
- ⇒ Minimum three (3) years supervisory or management experience.
- ⇒ Experience in a unionized educational, municipal, healthcare, or public-sector environment would be considered an asset.
- ⇒ Post-secondary education or certification in Power Engineering, Facility Management, Building Operations, Occupational Health and Safety, Leadership, or a related discipline would be considered an asset.
- ⇒ Professional certifications related to custodial management, facility operations, or leadership would be considered an asset.

REQUIRED LICENCES, CERTIFICATIONS & REGISTRATIONS:

- ⇒ Valid Saskatchewan Class 5 Driver's License
- ⇒ Valid WHMIS and First Aid/CPR certifications, or the ability to obtain them

KNOWLEDGE, SKILLS & ABILITIES:

- ⇒ Demonstrated leadership experience in supervising, coaching, mentoring, evaluating, and developing staff.
- ⇒ Thorough knowledge of institutional custodial practices, equipment, products, and industry best practices.
- ⇒ Knowledge of building operations, Occupational Health and Safety legislation, WHMIS, Workers' Compensation requirements, fire and life safety practices, and Integrated Pest Management principles.
- ⇒ Experience managing departmental operations, staffing, budgets, procurement, and contracted service providers.
- ⇒ Experience developing policies, procedures, service standards, and quality assurance programs.
- ⇒ Strong leadership, organizational, communication, supervisory, coaching, and conflict resolution skills.
- ⇒ Ability to manage budgets, staffing, multiple priorities, and operational challenges while developing practical solutions.
- ⇒ Proficiency with computerized maintenance management systems (CMMS), work order software, Microsoft Office applications, and related technology.
- ⇒ Ability to establish and maintain effective working relationships with staff, school administrators, contractors, and the public.
- ⇒ Ability to conduct oneself in a manner appropriate to an educational environment serving children.

ADDITIONAL INFORMATION:

- ⇒ A security background check including both a Criminal Record Check and a Vulnerable Sector check will be required
- ⇒ Must be bondable
- ⇒ Must participate in applicable safety training, work-related professional development, in-service, or courses of study.
- ⇒ Occasional evening, weekend, and emergency response work, as well as travel throughout the division, may be required
- ⇒ 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.