

MANAGER OF CARETAKING SERVICES

The Saskatchewan Rivers Public School Division invites applications for the position of Manager of Caretaking Services.

Saskatchewan Rivers is a blend of rural and urban education, with the head office (Education Centre) located in the City of Prince Albert. The school division includes 32 schools, with approximately 1350 employees, 9100 students, and an operating and capital budget of \$100 million.

Reporting to the Superintendent of Facilities, the successful candidate will provide leadership and oversight for the division's custodial operations, including the supervision of all caretaking staff. The Manager of Caretaking Services is responsible for ensuring high standards of facility cleanliness, safety, and employee performance through the effective leadership of divisional custodial operations, staffing, quality assurance, annual scrub programs, training, contracted custodial services, integrated pest management, waste and recycling programs, budgeting, and continuous improvement initiatives.

REQUIREMENTS FOR THE POSITION:

- 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 in custodial management or facility operations would be considered an asset.
- Demonstrated leadership experience in supervising, coaching, mentoring, evaluating, and developing staff.
- Thorough knowledge of institutional custodial practices, equipment, cleaning products, and industry best practices.
- Working knowledge of 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 organizational, communication, interpersonal, conflict resolution, and problem-solving skills.
- Ability to build positive working relationships with school administrators, staff, contractors, and external agencies.
- Proficiency with computerized maintenance management systems (CMMS), work order software, Microsoft Office applications, and related technology.
- Demonstrated ability to manage multiple priorities, work independently and collaboratively, and make sound operational decisions.
- Valid Saskatchewan Class 5 Driver's Licence.
- Valid WHMIS and First Aid/CPR certifications, or the ability to obtain them.
- Criminal Record Check and Vulnerable Sector Check satisfactory to the Division.
- Ability to perform the duties outlined in the job description.

WHAT WE OFFER:

- An opportunity to lead a dedicated team responsible for maintaining safe, clean, and welcoming learning environments across Saskatchewan Rivers Public School Division.
- A collaborative and supportive Facilities leadership team.
- Opportunities to lead operational improvements and enhance custodial services across 30+ schools and division facilities.
- A comprehensive benefits package and pension plan.
- Ongoing professional development and leadership growth opportunities.

Salary and benefits will be provided in accordance with the Saskatchewan Rivers Public School Division Out-of-Scope Compensation Framework and will be commensurate with qualifications and experience. **Duties are to commence on a mutually agreed upon date.**

For a complete job description, please visit www.srsd119.ca under SRPSD Careers. If you have questions regarding the position, contact Derek Blais, Superintendent of Facilities at 306-764-1571 or dblais@srsd119.ca.

Qualified candidates are invited to submit an application and resume, including at least three (3) references, to the undersigned:

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

Applicants who submit their application by the deadline date will be considered; however, the competition may remain open until a suitable applicant is chosen.

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

Only shortlisted applicants will be contacted.

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.