

## **CARETAKER**

**CURRENT LOCATION:** Wesmor Public High School  
*(with the understanding that you are employed by the Saskatchewan Rivers Public School Division)*

**POSITION:** Permanent Full-Time

**STARTING DATE:** May 1, 2024, or as mutually agreed upon

**POSTING DATE:** April 23, 2024

**CLOSING DATE:** April 26, 2024 by 1:00 pm or until a suitable candidate can be found

**HOURS OF WORK:** 8.0 hours per day/40.0 hours per week (weekdays, afternoon shift)

**SALARY:** Year 1 - \$23.25 per hour  
Year 2 - \$23.66 per hour  
Year 3 - \$24.34 per hour

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

- Grade 12.
- Caretaker Technician 1 Certificate (in-house training) or equivalent caretaking experience.
- Must possess a reasonable amount of relevant caretaking experience.
- A valid Fireman's Certificate would be an asset; however, not a requirement.
- A valid driver's license.
- 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.
- General knowledge of and ability to perform basic mathematics required to mix various cleaning and maintenance products as per the manufacturers' instructions.
- General knowledge of and ability to operate within Board policies and procedures.
- General knowledge of and ability to operate basic HVAC systems and apply current energy management practices.
- Ability to maintain accurate records and documentation.
- Ability to understand and carry out oral and written instructions.
- 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.
- Ability to fulfill any and all other duties as outline in the job description.

### **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

**Please follow the application procedure as outlined on our website at [https://www.srsd119.ca/?page\\_id=4999](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.***