

SCHOOL DISTRICT #8 (KOOTENAY LAKE)

Job Description

Status: APPROVED

Date: February 2011

Revised:

Job Title

Custodian Foreman

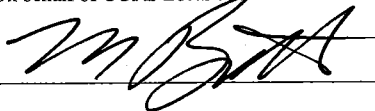
Job Summary:

An employee who is responsible for the supervision of the School District's custodial services under the supervision of the Director of Operations or designate.

Job Requirements:

1. Completion of a Building Service Workers' Course or equivalent and/or training and experience in an educational environment with at least five years experience supplemented by supervisory courses.
2. Possess a valid BC Class 5 Driver's License.
3. Experience in utilizing various computer applications such as Microsoft Office Suite.
4. Ability to work independently, effectively and efficiently.
5. Maintain knowledge of current custodial practices and materials.
6. Ability to train new and existing personnel.
7. Ability to estimate costs, have knowledge of appropriate materials, assist in managing custodial spending and budgets.
8. Ability to make independent judgements.
9. Ability to give direction to others.

Approved: February 2011
On behalf of CUPE Local 748



Custodian Foreman
On behalf of School District No. 8 (Kootenay Lake)

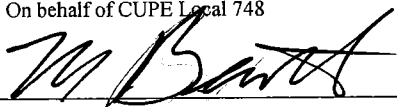


10. Must have understanding and knowledge of safe work practices.
11. Must have knowledge of WorkSafe BC requirements, WHMIS Legislation, Transportation of Dangerous Goods Legislation and disposal of hazardous wastes.
12. Ability to assess and align custodial area allocations in consultation with the Director of Operations or designate.
13. Must have understanding and knowledge of the operation of school heating, electrical, fire alarm and security systems.
14. Working knowledge of current CUPE Collective Agreement.
15. Perform other job related duties as may be assigned.

Job Conditions:

1. Work is physically demanding and may involve sitting for extended periods, walking, standing, stooping, reaching, lifting, moving furniture and carrying equipment in accordance with WorkSafe BC requirements.
2. Work is indoors in well-lighted and heated buildings. May require occasional outdoor work.
3. There will be occasional unpleasant aspects owing to the nature of the work.
4. There will be extensive travel within the district throughout the calendar year during all types of weather.
5. Must be able to work flexible hours with minimal supervision.

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