



Invites applications for the position of

**Supervisor of Custodial Services (System)
Permanent Full-Time position**

Under the direction of the Senior Manager of Plant, the Supervisor of Custodial Services will work as an integral member of the Plant Department to assist school Principals with direct supervision of custodial employees. The incumbent will ensure the care and health & safety of our facilities for the students and the employees that work within, by supporting principals and custodial staff in maintaining the cleanliness, safety and security of our facilities and grounds.

Responsibilities:

- Assist Principals in maintaining the Board's standards for cleanliness; assist in the development of cleaning schedules; supervise daily custodial work activities; and inspect assigned areas to ensure work is being carried out properly;
- Assist schools in ordering custodial supplies, recommend cleaning products and monitor cleaning supplies budget;
- Assist schools with purchasing custodial equipment, training, inspection, routine maintenance and repair;
- Other duties as required.

Qualifications:

- Successful completion of a three-year post-secondary program in a building management field or engineering;
- Five years related work experience, preferably in a unionized work environment;
- An equivalent combination of education and experience may be considered.

Knowledge and Skills:

- Knowledge of cleaning products, equipment and techniques;
- Ability to deal with all levels of staff, with tact and diplomacy and work collaboratively in a team environment;
- Experience in collective agreement administration;
- Strong written, oral, and interpersonal communication skills;
- Excellent analytical skills with the ability to problem solve and deal with unexpected situations with limited supervision;
- Must function effectively in a fast-paced office environment with excellent time management skills and the ability to multi-task, prioritize workload and improve productivity;
- Advanced proficiency in the use of Microsoft Office applications and knowledge of building management systems;
- A valid Ontario Driver's License and access to a vehicle is required to conduct inspections of work sites;
- Ability to work flexible hours to accommodate work schedules.

Qualified applicants who wish to be considered for this position should forward a detailed resume, a written professional reference, and the names of three professional references, to:

Human Resources (Supervisor of Custodial Services)
Nipissing-Parry Sound Catholic District School Board
1000 High Street
North Bay, Ontario, P1B 6S6
Email: HumanResources@npsc.ca

Applications should reference posting number **GENERAL-2016-2017-8** and will be received until **4:00 p.m. on May 23, 2017**.

For the protection of its students, the Board requires successful applicants to provide a satisfactory criminal record check as a condition of employment.

Barbara McCool
Chair

Anna Marie Bitonti
Director of Education

The Nipissing-Parry Sound Catholic District School Board is committed to diversity and inclusion. Please contact our Human Resources Department via email at HumanResources@npsc.ca or via telephone at 705-472-1201, Ext. 2219 prior to the posting's closing date should you require any accommodation during the recruitment process. Only those candidates selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act and the Education Act, the personal information you provide will be used to determine eligibility for employment.