



BRANDON SCHOOL DIVISION

Job Description

Position	Head Custodian (with Fourth (4th) Class Power Engineering Certificate)
Department	Maintenance
Reports To	Supervisor of Custodial

JOB PURPOSE

Under the direction of the Supervisor of Custodial, the Head Custodian (with Fourth (4th) Class Power Engineering Certificate) is responsible for overseeing and providing cleaning and maintenance services at Crocus Plains Regional Secondary School.

PRIMARY RESPONSIBILITIES

- Test, monitor, operate and provide minor maintenance of building equipment including but not limited to, boilers, heating / air conditioning equipment and HVAC equipment.
- Involved with the preparation of the yearly capital budget.
- Order and maintain custodial and maintenance inventory supply.
- Monthly reporting of building conditions, grounds, and mechanical issues.
- Address health and safety issues (e.g. emergency response).
- Plan and direct staff and contract cleaners; directing any concerns to the Supervisor of Custodial.
- Shovel/blow snow, clear ice, cut grass, sand and salt walkways/public areas, weeding, and planting.
- Clean building and grounds including but not limited to, garbage, sweeping, repairs to facilities, eaves troughs, install soap dispenser, hinges, locks, holdbacks.
- Advise Supervisor of Custodial of any costly repairs and major purchases required.
- Provide sign-off on hours and work experience for employees working at Crocus Plains Regional Secondary School who have legally completed the required hours and experience to be able to complete and test for their power engineer certificate in Manitoba. This sign-off will only be required once all the requirements of the authority having jurisdiction as outlined in the power engineers act have been met.
- Provide necessary training within their power engineers licence that would be required for other employees within their group to obtain their boiler supervision hours and receive their power engineers licence.
- Provide guidance and leadership to custodial and maintenance staff onsite and is required to act as a team lead for specific tasks/projects. Typical examples include training new staff, scheduling crews, coordinating the work of contract cleaners.

NOTE: This description is not intended to limit the assignment of work or be construed as a complete list of the many duties to be performed by the incumbent.

COMPETENCIES

- **Flexibility/Adaptability** – Effectively manages work interruptions and adapts to the changing needs of the workplace. Able to multi-task and has a strong understanding of the job.
- **Independence and Initiative** – Appropriately and effectively plans, prioritizes, and performs work independently and assists others as required.
- **Accountability** – Takes personal ownership and responsibility for the quality and timelines of work commitments. Follows organizational guidelines (ie. policies and procedures) and demonstrate reliability and integrity daily.
- **Teamwork**– Shares knowledge and experience with team members and others and solicits input and feedback from others to help the team problem solve and solution build. Respects contributions from all team members, demonstrating cooperation, and supports team decisions.
- **Communication** – Clearly convey information to a variety of audiences using the tools necessary, engaging the audience to ensure the message is delivered and understood, creating a positive first impression with confidence and respect.
- **Confidentiality** – Brandon School Division employees are expected to respect the confidential nature of their positions and shall keep confidential all information they acquire during their employment that would be reasonably considered to be personal or confidential.
- **Use of Technology** – Stays current with technology skills.

WORK CONDITIONS

Physical Conditions

The duties of the Head Custodian (with Fourth (4th) Class Power Engineering Certificate) are carried out in a busy school environment.

- Requires considerable physical effort (daily).
- Work is performed while standing, sitting and/or walking (daily).
- Requires ability to lift, carry, push, or pull items such as furniture, heavy cleaning equipment, garbage, supplies. Also required when performing landscaping maintenance, snow removal and moving/operating equipment (occasionally).
- Requires use of hands for fine motor skills such as keyboarding, filing and filling out forms, as well as, for various carpentry/painting duties to perform repairs, touch-up paint (occasionally).
- Required to operate power tools (frequently).
- Requires bending, squatting, crawling, climbing, and reaching (daily).

Psychological/Stress Conditions

The position workload and environment do not generally increase employee emotions or stress levels.

- There is a need for alertness when driving, use of chemicals, working with equipment and supplies.
- Discretion and judgment must be exercised (daily).
- Requires considerable concentration while operating the tractor and for operating and monitoring the boilers, equipment controls, and gauges (daily).
- Interruptions and requests from multiple areas (daily).
- Multi-tasking (daily).
- Job demands versus time constraints (occasionally).

Environmental Conditions

- There is significant exposure to adverse working conditions (e.g. working outside cutting grass, blowing snow).
- The job is exposed to a number of unpleasant or hazardous working conditions such as, hazardous chemicals; bodily fluids and waste; odour, dirt, dust and filth fumes; noise; temperature extremes; and awkward or confining workspaces.
- The position is required to take precautions to ensure safety while at work, including safety glasses, hearing protection, gloves and Health and Safety training.
- Respiratory equipment and protective clothing may be required.
- Boots/safety shoes are required in this position.
- This position has a requirement to work overtime outside of regular work hours on an emergency basis (occasionally).

POSITION QUALIFICATIONS

The qualifications provide an understanding of the level of expertise **required** in this position. Unless noted under preferred, these are mandatory requirements of the position.

Knowledge, Skills, and Abilities

- Requires specific knowledge and the ability to apply skills to specific work methods and processes during the course of day-to-day activities – including the ability to maintain clean, healthy and safe facilities through the use of a variety of cleaning, maintenance, and administrative skills.
- Demonstrated ability to identify maintenance and repair issues within the school and action them appropriately (ie. whether it be performing repairs in house or identifying repairs that need to be escalated to the facilities department).
- Demonstrated ability to decipher the needs of the school with regards to custodial and maintenance services. Understanding the need to contact the Supervisor of Custodial when identifying outside sources are needed to remedy situations that can't be handled within the school maintenance department.
- A good working knowledge of computers and related business applications (e.g. Microsoft Office, atrieveERP).
- Requires the ability to read and comprehend a variety of documents while performing day-to-day tasks such as, work orders, operator manuals, SDS, blueprints, budgets, diagrams, and instructions.
- Effective writing skills are required to write instructions to staff, draft memos/letters to supervisors and write task-oriented procedures.
- Mathematical skills are used for basic mathematical equations, measurement of area and volume, and for budgeting purposes.
- Demonstrated effective interpersonal and communication skills.
- Demonstrated ability in handling unpleasant or agitated behaviours.
- Must hold a valid Class 5 Driver's Licence.

Education And Experience

- Fourth (4th) Class Power Engineering Certificate
- WHMIS training/certification

Preferred Qualifications and Experience

- Commercial cleaning
- First Aid/CPR
- Knowledge of Workplace Safety and Health regulations
- Emergency Response
- Non-Violent Crisis Intervention

NOTE: Position qualifications are measured through a variety of means such as, assessments, formal interview, application materials and reference checks.