



CUSTODIAL MANAGER

It is acknowledged that Central Okanagan Public Schools operates within the unceded, Traditional Territory of the Okanagan syilx peoples. The School District enrolls approximately 24,000 students (including over 3000 students who self-identify as having Indigenous ancestry). Central Okanagan Public Schools is located in the Central Okanagan encompassing the communities of Peachland, West Kelowna, Kelowna, and Lake Country. There are a total of 51 school sites with 33 Elementary Schools, 8 Middle schools, 5 Secondary Schools, 3 Learning Centres, an Alternate Education School, and an Online Learning School (K-12). Central Okanagan Public Schools has an excellent reputation of providing outstanding, student-centered programs in a diverse and inclusive environment as well as offering a wide range of educational opportunities for its students and staff.

Applications are invited for the excluded staff position of Custodial Manger to join the District's Operation Team. Reporting to the Assistant Director of Operations, the Custodial Manager is responsible for providing efficient, effective custodial services, energy conservation and security within the district owned schools and buildings across the District. This is an exempt position with a competitive salary range of \$83,366 to \$104,208 plus benefits package, including participation in a defined benefit pension plan.

Key Duties and Responsibilities:

- Organize, direct and supervise the tasks and work of the Operations Custodial Department, including the Assistant Custodial Manager, Coordinator, and all custodial staff (150 total).
- Allocation of staff, monitoring service levels, addressing complaints and concerns, including meeting with principals to discuss concerns.
- Recruitment, hiring, training, work performance evaluations and applying disciplinary procedures when required.
- Ensure appropriate training, equipment and procedures are provided to all staff.
- Ensure compliance with all relevant WorkSafe BC regulations and that a safe environment is maintained for students, staff and the public.
- Ensure that appropriate cleaning standards are maintained in all District facilities on an ongoing basis.
- Plan and execute major projects such as floor refinishing and/or replacement.
- Maintain inventory control programs to ensure that staff maintains adequate supply of cleaning products.
- Maintain an accurate and up-to-date custodial equipment inventory, ensure maintenance and upkeep of custodial equipment and record of equipment maintenance.
- Participate and assist in the development and implementation of the custodial department procedures manual while suggesting changes where required.
- Participate and assist in the development and implementation of the custodial department operating budget.

Knowledge and Abilities Requirements:

- Proven organizational abilities to plan, estimate, schedule and follow through on work ensuring that all projects are completed in a timely manner in accordance with established policies, procedures, regulations and codes;
- Ability to be an integral part of the District's energy conservation plan.
- Ability to adjust shift to changing department priorities. This will include occasional afternoon, evening, and weekend work.
- Ability to utilize Windows computers including Microsoft Office, Outlook.

Qualifications and Experience:

- A current trades certificate in the cleaning trade, a Diploma in Building Technology or a professional designation in a relevant discipline (Technology/Mechanical/Custodial).
- The incumbent must have a minimum of five years management experience in a related setting and have been involved in all aspects of custodial work. Preference will be given to those who have completed post-secondary courses in supervisory and management related skills.
- Valid Class 5 driver's license.
- Supervisory experience with a large, unionized workforce in multiple locations.

This is an exempt position with a competitive annual salary plus benefits package. Interested qualified applicants are invited to submit an online application at [Make a Future](#). Please include a letter of application, complete with a comprehensive resume and copies of supporting documentation with the names of three references **no later than Monday, March 27, 2023, at 8:00 am**. For questions regarding the position, please contact Josh Currie, Assistant Director of Operations, at josh.currie@sd23.bc.ca



**Central Okanagan
Public Schools**

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