



BRANDON SCHOOL DIVISION

Office of Human Resources

Position Description:	SUPERVISOR OF CUSTODIAL SERVICES
Competition:	O2303011
Location:	MAINTENANCE
Hours/Day:	8.000
Start Date:	June 17, 2024
Term of Employment:	PERMANENT
Current Salary Range:	\$78,673 to \$89,913 (2022 Annual Rates)
Application Deadline:	12:00 PM, FRIDAY, MAY 31, 2024

Please note: Position is 8.00 Hours per Day, Monday to Friday, 12 Months per Year. Regularly scheduled hours of work are between 1:00-10:00 PM.

Purpose of Position

The Supervisor of Custodial Services is responsible for the operational management of the Division's custodial services which includes ensuring that the Division's buildings, facilities and grounds are cleaned and inspected in accordance with appropriate health and safety standards and ensuring that the building systems are running efficiently.

This position will be primarily responsible for the day-to-day supervision of the divisional custodial staff, review of recommendations for new product and procedures related to the custodial field, in-service training to custodial staff and the annual budget for custodial area.

Duties and Responsibilities

Are established by the Director of Facilities & Transportation within the parameters of the job description.

Required Qualifications

- A minimum of five (5) years' experience in custodial/commercial cleaning industry.
- A minimum of three (3) years' experience managing employees in a unionized environment, including experience interpreting and applying collective agreement provisions.
- Strong organizational and time management skills, with ability to work under pressure, multi-task and prioritize.
- Demonstrated experience budget management, procurement, staff supervision and evaluation.
- Experience with Preventative Maintenance Programs.
- Good working knowledge of building cleaning products, cleaning principals and procedures
- Experience in coaching, mentoring, team building and motivating direct reports.
- Proficiency with Microsoft Office (Word, Excel and Outlook)
- Strong analytical and problem-solving skills
- Excellent customer service skills with the proven ability to defuse conflict and deal with complaint and concerns effectively and professionally.
- Must possess a valid Class 5 driver's licence.

Preferred Qualifications and Experience

- Fourth (4th) Class Power Engineering Certificate.
- Experience in an educational environment.
- Training or certification in Workplace Health and Safety, SDS Management, and WHMIS.
- Post Secondary Degree in Facilities Management or a related area.

TO APPLY ONLINE PLEASE CLICK [HERE](#) TO VISIT OUR CAREERS PAGE.

Accepting the Challenge

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www.bsd.ca • info@bsd.ca • Twitter: [@BrandonMBSD](https://twitter.com/BrandonMBSD)

Applications may also be received by email: human.resources@bsd.ca. Applications must quote the competition number and be received no later than 12:00 noon on the deadline date. Emailed applications must include a Brandon School Division application form completed in full, a cover letter which clearly indicates how you meet the required qualifications, a comprehensive resume, including the names and contact information of three work-related reference, and copies of relevant certificates. Employment will be subject to a Criminal Record Check and a Child Abuse Registry Check completed within the four months preceding the date of application with results satisfactory to the Brandon School Division. Brandon School Division will give consideration to gender equity, visible minorities, Indigenous peoples, and persons with disabilities. The Brandon School Division thanks all applicants for their interest. Only those selected for an interview will be contacted. Upon request, Brandon School Division will provide reasonable accommodations to applicants disabled by barriers during the interview and assessment process.