



School District #54 (Bulkley Valley)
JOB DESCRIPTION
CUSTODIAL & TRANSPORTATION – FOREMAN
Location: District

SUMMARY:

Reporting to the Supervisor of Transportation, Safety and Custodial Supervisor, the Custodial and Transportation Foreman plans, organizes, directs and controls the delivery of Custodial services and performs a wide variety of Custodial and Transportation tasks.

DUTIES:

- Supervises custodial and transportation staff, reports on work in progress and proposes changes in plans and schedules as required.
- Liaises with District staff, contractors and suppliers.
- Coordinates, prioritizes, implements, assigns and inspects daily routine and non-routine work for custodial and transportation staff based on day to day operations/requests and major/minor clean up.
- Coordinates custodial inventory supplies and liaisons with custodial staff .
- Reads and interprets manuals, specifications and performs minor maintenance .
- Assists in establishing/implementing/monitoring District goals, objectives, budgets, supplies, labour requirements, timelines, progress reports, and performance measurements to efficiency and effectiveness.
- Ensures appropriate records are prepared and retained for all aspects of sites and facilities.
- Assists in the evaluation, orientation, and training of district custodial and transportation staff.
- Provides both written and oral reports to the Transportation, Safety and Custodian Supervisor as required.
- Assists Transportation, Safety and Custodial Supervisor with duties related to safety, Worksafe BC and first aid requirements.
- Communicates effectively using courtesy, tact and discretion with staff, students, parents and public in the explanation and clarification of information.
- Maintains the confidentiality of information seen or heard.
- Works as a team member to ensure the timely resolution of general maintenance requirements (e.g. snow removal, mail delivery, equipment & furniture deliveries, temporary structures removal and set-up, etc.).
- May be required to perform other assigned comparable duties which are within the scope of knowledge, skills and abilities required by this class specification.

QUALIFICATIONS:

- Completion of Grade 12 (Dogwood Certificate)
- Certification relevant to Transportation, Safety and Custodial Services
- Six years of current relevant experience including 1 year supervisory experience
- Custodial experience would be an asset
- Demonstrates a working knowledge of supervisory skills
- Working knowledge of computers
- Demonstrated ability to use initiative to determine, judge and select appropriate course of action
- Workplace Hazardous Materials Information System (WHMIS) Certificate and familiarity with Workers' Compensation Board (WCB) safety procedures
- Valid Class 2, B.C. Driver's License and an exemplary driving record as demonstrated by a current driver's abstract
- Physical capability to perform the job duties

N.B. This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation

Agreed to:



CUPE Job Description Committee



CUPE Job Description Committee



Secretary Treasurer

NOV 9, 2015

Date