

## CUPE 382 Internal Vacancy

### Posting Bulletin 17-17

- September 15, 2017 -

Listed below is a summary of the vacancies that are currently posted at Human Resources. Only the unique details for each posting are listed below.

Individuals wishing to apply for any of the competitions are urged to view the Qualifications and Job Descriptions for each position at your worksite or HRS. Applications from the present CUPE 382 staff will be received in Human Resources (**fax: 475-4113**) up to 4:00 p.m. on September 22, 2017 to fill these vacancies. An Internal [Application form](#) is available in pdf format.

(In order to view the on-line application form you must have [Adobe Acrobat Reader](#) installed.  
Acrobat Reader is available free of charge.

No.	Position	Location/ Term	Hours/ Week	Pay Grade	Close date	Job Specific Details
17-47T	Relieving Shipper/Receiver	<b>Facilities</b>	40	6	September 22, 2017	Must possess Grade 12 certificate or an equivalent combination of education, training and experience; Demonstrated ability to work effectively with a wide variety of stakeholders, including principals, teachers, students, parents, office staff and custodians; must possess a valid BC driver's license; physically able to perform all duties included in the Job Characteristics; Must have 6 months to 1 year specific experience or 1 - 2 years related experience; Computerized receiving/shipping function; Operation of warehouse equipment such as forklift, pallet jack and procedures for balance loading and office equipment such as personal computer, photocopier and calculator; Experience in a records management system; A willingness to get certification of Transportation of Dangerous Goods, Lift Truck Safety Certificate and Propane Training Institute Certificate
17-48	Carpenter	<b>Facilities</b>	40	22	September 22, 2017	Must possess a certificate of apprenticeship as issued or recognized by the Province of BC or a certificate of trade qualification as issued or recognized by the Province of BC; physically able to perform all duties included in the Job Characteristics; should possess a valid BC driver's license; maintains a cooperative working relationship with other workers, supervisory and teaching staff, students and the public.
17-49	Custodian II	<b>Rockheights</b>  Day Shift (6:00 am - 2:30 pm)	40	10	September 22, 2017	Physically able to perform all duties included in the Job Characteristics; must have a minimum of five years janitorial experience; must have the ability to plan and delegate work to other employees; maintains a cooperative working relationship with other workers, supervisory and teaching staff, students and the public.

**NOTE: Current proof of qualifications must be in your employee file at Human Resource**

**Services by the closing date of the competition for which you are applying.**

**IF YOU WOULD LIKE MORE INFORMATION REGARDING THESE VACANCIES,  
PLEASE CONTACT PRINCIPAL/SUPERVISOR**