

CUPE 382 Internal Vacancy

Posting Bulletin 18-10

- June 20, 2018 -

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 June 27, 2018 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
18-58	Custodian I	Willows Afternoon Shift (3:30 pm - 11:30 pm)	37.5	6 + Shift	June 27, 2018	Physically able to perform all duties included in the job; able to climb and work from 3 metre ladders; past experience in the custodial field desirable; maintains a cooperative working relationship with other workers, supervisory and teaching staff, students and the public. [IT IS UNDERSTOOD THAT A CLEANING ASSIGNMENT WITHIN A SCHOOL CAN BE CHANGED BY THE SUPERVISOR, IN CONSULTATION WITH THE CII, AS AND WHEN OPERATIONAL REQUIREMENTS NECESSITATE A CHANGE.]
18-59	Custodian II	Craigflower Day Shift (6:30 am - 1:30 pm)	32.50	7	June 27, 2018	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.
18-60	Facilities Truck Driver	Facilities - Cartage	40	8	June 27, 2018	Must possess a valid BC driver's license and be able to drive School Board vehicles as assigned ; Experience in loading and unloading furniture and equipment is desirable ; Maintains a cooperative working relationship with other workers, supervisory and teaching staff, students and the public ; Must be physically able to perform all duties as noted in the Job Characteristics
18-61	Carpenter Shop/Yard Foreman	Facilities Services Day Shift (7:00am-3:30pm)	40	24	June 27, 2018	Trades Qualification and/or Certificate of Apprenticeship in Carpentry or Joinery; Courses related to supervisory skills such as leadership, organization skills, team building and conflict resolution; Must possess a demonstrated knowledge of the standards, practices, methods, materials, tools and equipment used for the

						<p>construction, repair and maintenance of buildings, grounds or equipment in his/her area of expertise as well as all job related safety regulations and techniques as outlined in the Workers' Compensation Board Industrial Health and Safety Regulations; Four or more years of specific experience estimating jobs and supervising and coordinating employees, or six years experience in their related area including some direct experience estimating jobs and supervising their staff and coordinating other trades/departments, through the entire cycle of work, from beginning of estimate to completion of project; Must possess a demonstrated ability to read and interpret plans and specification and to understand and carry out/relay and delegate written and oral instructions including communication with workers and non-construction related personnel both verbally and in writing; Maintains a cooperative working relationship with other workers, suppliers, administrators, supervisors, teaching staff, students and the public; Demonstrated ability to work effectively with a wide variety of stakeholders in a leadership role. Stakeholders could include Principals, teachers, students, parents, office staff, custodian, etc.; Must possess a demonstrated knowledge of computers including current word processing, spreadsheet, database and facilities management software used by School District #61; Must possess a demonstrated ability to make presentations to groups or meetings to provide information or to outline the department's position on a certain topic or issue; Must be physically able to perform all duties as noted in the Job Characteristics; Must possess a valid BC Driver's License, and be able to drive School Board vehicles as assigned.</p>
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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**