

## CUPE 382 Internal Vacancy

### Posting Bulletin 19-01 AMENDED

- January 16, 2019 –

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 January 23, 2019 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
19-01T	Relieving Custodian II  (6.5 hrs/day)	<b>Facilities – Operations (Various Locations)</b>  Term: to Dec. 31/19	32.5	As per 'Schedule B' of the Collective Agreement.	Jan. 23/19	<b>** This position is only available to afternoon shift custodians.</b> Must be 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.
19-02T	Relieving Custodian II  (8 hrs/day)	<b>Facilities - Operations (Various locations)</b>  Term: to Dec. 31/19	40	As per 'Schedule B' of the Collective Agreement	Jan. 23/19	<b>** This position is only available to afternoon shift custodians.</b> Must be 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.
19-03T	Relieving Cartage Labourer  (8 hrs/day)	<b>Facilities - Cartage/Operations</b>  Term: to Dec. 31/19	40	8	Jan. 23/19	<b>** This position is only available to afternoon shift custodians.</b> Must possess a valid BC driver's license and be able to drive School Board vehicles as assigned; experience in loading furniture and equipment is desirable; must be able to work at various heights; must be able to undertake duties in adverse working conditions; maintains a cooperative working relationship with other workers, supervisory and teaching staff, students and the public.
19-04T	Relieving Maintenance/Capital	<b>Facilities -</b>	40	8	Jan. 23/19	<b>** This position is only available to afternoon shift custodians.</b>

	<p>Labourer</p> <p><b>(8 hrs/day)</b></p>	<p><b>Maintenance/Construct.</b></p> <p>Term: to Dec. 31/19</p>				<p>Must possess a valid BC driver's license and be able to drive School Board vehicles as assigned; experience in loading furniture and equipment is desirable; must be able to work at various heights; must be able to undertake duties in adverse working conditions; maintains a cooperative working relationship with other workers, supervisory and teaching staff, students and the public.</p>
19-05T	<p>Relieving Certified 4<sup>th</sup> Class Custodian II <b>(steam plant only)</b></p> <p><b>(8 hrs/day)</b></p>	<p><b>SJ Willis or Vic High only</b></p> <p>Term: to Dec. 31/19</p>	40	As per 'Schedule B' of the Collective Agreement	Jan. 23/19	<p><b>** As agreed to at the Nov. 16, 2006 Labour Management, this relieving position is open to any and all employees who possess a 4<sup>th</sup> class steam ticket.</b></p> <p>Must have experience working in a steam plant; possession of a valid 4<sup>th</sup> Class BC Stationary Engineer's Certificate; 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.</p>
19-06T	<p>Relieving Trades Qualified</p> <p><b>(8 hrs/day)</b></p>	<p><b>Facilities - Capital Construction</b></p> <p>Shift Times: (7:00 am - 3:30 pm)</p> <p>Term: to Dec. 31/19</p>	40	As per 'Schedule B' of the Collective Agreement	Jan. 23/18	<p><b>Expression of interest from employees with current trades qualification who would like to work in their qualified trades field on specific projects as required.</b></p> <p>Physically able to perform all duties included in the Job Characteristics for the specific classification; valid BC driver's license and be able to drive School Board vehicles as assigned; must have a Trades Qualification certificate for the classification applied for; must be able to work at various heights; must be able to undertake duties in adverse working conditions; maintains a cooperative working relationship with other workers, supervisory and teaching staff, students and the public.</p> <p><b>*** Copy of Trades Qualification certificate is required to be attached to your application to be considered. ***</b></p>
19-07T	<p>Relieving Shipper/Receiver</p>	<p><b>Facilities</b></p> <p>Term: to Dec. 31/19</p>	40	6	Jan. 23/19	<p>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;</p>

						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
19-08T	Custodial Groundskeepers  (6 Positions)	Facilities - Maintenance	40	8	Jan. 23/19	<b>** This position is only available to afternoon shift custodians.</b> Term: Approximately mid-March to mid-August Vacation time cannot be taken during the term except for 5 days which must be approved prior to absence. Must be physically able to perform all of the duties in the job description. Must possess a valid BC driver's license. Must be able to work in adverse weather conditions. Maintains a cooperative working relationship with other workers, supervisory and teaching staff, students and the public.
19-09C	Custodian II	<b>Margaret Jenkins</b>  (Day Shift – 6:00 am – 2:30 pm)	40	9	Jan. 23/19	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.
19-10C	Custodian II	<b>Central</b>  (Day Shift – 6:00 am – 2:30 pm)	40	12	Jan. 23/19	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.
19-11C	Plumber	Facilities - Maintenance	40	22T + Certification	Jan. 23/19	Must possess a Certificate of Apprenticeship in Plumbing as issued or recognized by the Province of BC or a Certificate of Trade Qualification in Plumbing as issued or recognized by the Province of BC; must possess a Certificate of Qualification to perform the duties of a Class B Gas Fitter as issued by Technical Safety BC; a Class A Gas ticket would be an asset; must be physically able to perform all duties as noted in the Job Description; must possess a valid BC driver's license; must be able to work in adverse weather conditions; demonstrated ability to work effectively with wide variety of stakeholders in a leadership role; maintains a cooperative working

						relationship with other workers, supervisory and teaching staff, students and the public.
19-12C	Electrician	<b>Facilities - Network and Communications Department</b>	40	23T	Jan. 23/19	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; must possess a valid BC driver's license; must be able to work in adverse weather conditions; 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**