

## CUPE 382 Internal Vacancy

### Posting Bulletin 20-01

—January 16, 2020—

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, 2020 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
20-01T	Relieving Custodian II  (7.0+ hrs/day)	<b>Facilities – Operations (Various Locations)</b>  Term: to Dec. 31/20	35+	As per 'Schedule B' of the Collective Agreement	Jan. 23/20	<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.
20-02T	Relieving Custodian II  (8 hrs/day)	<b>Facilities - Operations (Various locations)</b>  Term: to Dec. 31/20	40	As per 'Schedule B' of the Collective Agreement	Jan. 23/20	<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.
20-03T	Relieving Cartage Labourer  (8 hrs/day)	<b>Facilities - Cartage/Operations</b>  Term: to Dec. 31/20	40	8	Jan. 23/20	<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.
20-04T	Relieving Capital Labourer  <b>(8 hrs/day)</b>	<b>Facilities - Captial/Construction</b>  Term: to Dec. 31/20	40	8	Jan. 23/20	<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.
20-05T	Relieving Maintenance Labourer  <b>(8 hrs/day)</b>	<b>Facilities - Maintenance</b>  Term: to Dec. 31/20	40	8	Jan. 23/20	<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.
20-06T	Relieving Certified 4 <sup>th</sup> Class Custodian II <b>(steam plant only)</b>  <b>(8 hrs/day)</b>	<b>Vic High only</b>  Term: to Dec. 31/20	40	As per 'Schedule B' of the Collective Agreement	Jan. 23/20	<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> 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.
20-07T	Relieving Trades Qualified  <b>(8 hrs/day)</b>	<b>Facilities – Capital/ Construction</b>  Shift Times: (7:00 am - 3:30 pm)  Term: to Dec. 31/20	40	As per 'Schedule B' of the Collective Agreement	Jan. 23/20	<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 <u>is required to be attached to your application</u> to be considered. ***</b></p>

20-08T	<p>Relieving Custodial Foreman</p> <p><b>(8 hrs/day)</b></p> <p>*2 positions</p>	<p><b>Facilities - Operations</b></p> <p>Afternoon Shift (3:30 pm – 12:00 am or as directed by Supervisor of Operations or designates)</p> <p>Term: to Dec. 31/20</p>	40	21 (includes applicable allowances)	Jan. 23/20	<p>Must possess either a valid 4th Class BC Power Engineer's Certificate or a PIPE certificate in Boiler and Equipment Safety Training; possession of a Grade 12 certificate or an equivalent combination of education, training and experience; courses related to supervisory skills such as leadership, organizational skills, team building and conflict resolution; responds to emergency call-outs (within a 20 minute period) for security and repair needs of facilities as and when required; 4 or more years of specific experience estimating jobs and supervising and coordinating employees, or 6 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; 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 be currently employed as a Custodian in the District.</p>
20-09T	<p>Heavy Equipment Operator</p> <p>(Relieving Position)</p> <p><b>(8 hrs/day)</b></p>	<p><b>Facilities-Grounds/Maintenance</b></p> <p>Day Shift</p> <p>(7:00 am - 3:30 pm)</p> <p>Term: to Dec. 31/20</p>	40	13	Jan. 23/20	<p>Must be physically able to perform all duties as noted in the Job Characteristics; must possess a valid Class 5 BC Driver's License, and be able to safely operate School Board vehicles as assigned; Heavy Equipment operator course or 5 years' experience; five years related full-time experience using heavy equipment within an operations/commercial setting; testing may be required at Management's request; ability to operate heavy equipment and appropriate attachments</p>

						and accessories; knowledge of underground services and utilities; knowledge of applicable safety regulations; maintains a cooperative working relationship with other works, supervisory and teaching staff, students and the public.
20-10T	Relieving Shipper/Receiver  (8 hrs/day)	<b>Facilities - Maintenance</b>  Term: to Dec. 31/20	40	8	Jan. 23/20	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;
20-11C	Custodian II  (8 hrs/day)	<b>Vic West</b>  (6:00 am – 2:30 pm)	40	8	Jan. 23/20	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
20-12C	Custodian 1  (8 hrs/day)	<b>Tolmie Building/George Jay</b>  Afternoon Shift  (3:30 pm -8:30 pm / 8:30 pm – midnight)	22.5/17.5	6	Jan. 23/20	Physically able to perform all duties included in the Job Characteristics; 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 public; it is understood that a cleaning assignment within a school can be changed by the Supervisor, in consultation with the C2, as and when operational requirements necessitate a change.
20-13C	Facilities Labourer  (8 hrs/day)	<b>Facilities-Capital Division</b>  (7:00 am – 3:30 pm)	40	8	Jan. 23/20	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; must be able to work at various heights; must be able to undertake duties in adverse working conditions; should possess experience in similar work; maintains a cooperative working relationship with other workers, supervisory and teaching staff, students and the public.
20-14C	Plumber  (8 hrs/day)	<b>Facilities – Capital</b>  (7:00 am – 3:30 pm)	40	22T + certification	Jan. 23/20	Grade 12 certificate or an equivalent combination of education, training and experience; 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 possess a valid BC driver's license; must be physically able to perform all duties as noted in the Job Description; must be able to work in adverse weather conditions; demonstrated ability to work effectively with a wide variety of stakeholders in a leadership role; Stakeholders could include principals, teachers, students, parents, office staff and Facilities staff, etc.; Maintains a cooperative working relationship with other workers, supervisory and teaching staff, students and the public; certification in backflow prevention devices would be an asset.
20-15T	Custodial Groundskeepers  (6 Positions)	<b>Facilities - Maintenance</b>	40	8	Jan. 23/20	<b>** This position is only available to afternoon shift custodians.</b> Term: Approximately mid-March to mid-August Vacation time cannot be

						<p>taken during the term except for 5 days which must be approved prior to absence.</p> <p>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.</p> <p>Maintains a cooperative working relationship with other workers, supervisory and teaching staff, students and the public.</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**