



Custodial Foreman – Day Custodians and Cartage

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POSITION DESCRIPTION

CCFM - 1

Responsible to the Manager of Building Operations, the foreman organizes and supervises the cartage team moving equipment, furnishings and materials in the District and supervises custodial services in all buildings across the District. The latter responsibility is done in conjunction with the Evening Custodial Supervisor.

CCFM – 2

Works independently and when required travels from job site to job site using a School Board owned vehicle, for transporting workers, supplies, materials, tools and or equipment to the job site.

CCFM - 3

The foreman is expected to communicate the employer's expectations of workplace performance including advising, directing, initiating letters of direction, and when necessary, verbally warning employees about any performance deficiencies. When further disciplinary steps are necessary, the foreman will suggest appropriate recommendations to excluded management pursuant to Article 13 of the Collective Agreement.

CCFM - 4

Reviews work requests and prepares written estimates including personnel, and equipment and materials requirements and prepares and coordinates the staffing and work schedule to ensure the timely completion of work.

CCFM - 5

Estimates labour, materials and other requirements for completion of specific jobs and provides written estimates when required.

CCFM - 6

During shift hours, accepts emergency call-outs related to the emergency security, repair and cleaning needs of facilities as and when required. Delegates if necessary.

CCFM - 7

Orients new School Custodian II's regarding run and school-specific requirements, in conjunction with the School Principal. Ensure that the custodian has the training/skills necessary to complete all tasks.

CCFM - 8

Trains, coaches and assesses the performance of all cartage and custodial staff, reinforcing safety standards and demonstrating proper body mechanics to minimize workplace injuries and time loss.

CCFM - 9

Conducts regular on-site inspections and reports of school cleaning runs and provides feedback to staff on the standards achieved.

CCFM - 10

Ensures that staff are properly trained in district standards, including: cleaning procedures, safety procedures, equipment maintenance, work order database usage, facility rental software, etc.

CCFM - 11

Reviews all janitorial supplies orders to ensure only standard supplies are ordered at each school. Submits verified requests to approved supplier and advises Custodian II of any discrepancies.

CCFM - 12

Directly involved in summer planning for Operation. Provides input/feedback regarding estimated summer deep-clean and floor refinishing, school moves, and other break period project. Responsible for checking in on progress throughout the summer and reporting back any deficiencies.

CCFM - 13

In conjunction with the Afternoon Custodial Foreman and the Manager of Building Operations, designs and adjusts custodial sweep areas to optimize standards within budgetary limits.

CCFM - 14

Initiates discussions with the Manager of Building Operations on a regular basis concerning work related issues such as team building, conflicts, problem solving and work performances, with a view to seeking solutions.

CCFM - 15

Responds to requests for cartage services for teacher moves, computer up-grades, major equipment moves and school relocations by determining resources and time-frames needed and scheduling available staff and vehicles to complete the work.

CCFM - 16

Coordinates the weekly movement of internal mail from the schools and through the district offices.

CCFM - 17

Schedules and coordinates the annual collection of water samples from each of the building boilers and ensures their timely submission for analysis.

CCFM - 18

Confirms and authorizes timesheets and coordinates holiday scheduling amongst the cartage crew to ensure proper coverage to complete assigned work, especially during peak workload times. Aware of budgetary limits with respect to available relief labor available to cartage.

CCFM - 19

As a member of the cartage team, assists in the movement of equipment, furniture and materials between sites.

CCFM - 20

Evaluates products, materials equipment and procedures for cost-saving or efficiencies and recommends emerging technology and practices to improve District operations. Keeps up to date on latest trends and developments in his/her given area.

CCFM - 21

Performs other duties consistent up to the level of the assigned role.

QUALIFICATIONS

Custodial Foreman – Day Custodians and Cartage

EDUCATION	TECHNICAL REQUIREMENTS Grade 12 Certificate or an equivalent combination of education, training and experience Valid class 5 British Columbia driver’s license Completion of Employer approved certification courses related to supervisory skills such as leadership, organizational skills, team building and conflict resolution Fourth Class Power Engineer’s Ticket and/or PIPE certificate in boiler and equipment safety training
EXPERIENCE	TECHNICAL REQUIREMENTS Four (4) or more years of specific experience estimating jobs and supervising and coordinating employees, -or-

	<p>Six (6) years' experience in a related function including some direct experience estimating jobs and supervising staff and coordinating other trades/departments, through the entire cycle of work, from beginning of estimate to completion of project.</p> <p>Demonstrated ability to work effectively with a wide variety of stakeholders in a leadership role. Stakeholders could include principals, teachers, students, parents, office staff, custodians, etc.</p>
<p>KNOWLEDGE</p>	<p>THE CANDIDATE MUST DEMONSTRATE A KNOWLEDGE OF:</p> <p>The standards, practices, methods, materials, tools and equipment used in the provision of custodial and cartage services in the District</p> <p>Job related safety regulations and techniques as outlined in the Industrial Health and Safety Regulations</p> <p>The care and operation of the District's heating plants, care and use of cleaning equipment, good housekeeping practices and procedures.</p>
<p>SKILLS AND ABILITIES</p>	<p>THE CANDIDATE MUST DEMONSTRATE THE ABILITY TO:</p> <p>Maintain a cooperative working relationship with other workers, suppliers, administrators, supervisors, teaching staff, students and the public.</p> <p>Direct and supervise the cartage/custodial staff.</p> <p>Digital technology; including email, online databases and facilities management software used by School District #61.</p> <p>Estimate time, materials, equipment and manpower required to complete projects safely and efficiently through the entire cycle of work, from beginning of estimate to completion of project.</p> <p>Adapt plans and schedules to changing circumstances and priorities</p> <p>Read and interpret plans and specifications</p> <p>Understand and carry out written and oral instructions.</p> <p>Communicate clearly and effectively with teachers, administrators, parents, students and staff both verbally and in writing.</p> <p>Use his/her interpersonal skills to solve minor grievances and/or employee disagreements using conflict resolution techniques.</p> <p>Perform duties in compliance with safety regulations.</p>

<i>WORKING CONDITIONS</i>	<i>OCCUPATIONAL REQUIREMENTS</i> Sufficient sight and hearing to perform related job duties Ability to lift and carry supplies and equipment required to perform his/her duties in accordance with the Occupational Health and Safety Regulations Able to perform related physical and mental activities Able to work in a highly physical environment Able to work in adverse weather conditions
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Reviewed: April 2020