



Custodial Foreman - Afternoon

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POSITION DESCRIPTION

CSFM - 1

Responsible to the Manager of Building Operations, the foreman works within his/her area of responsibility to organize, develop, implement and supervise the work for his/her staff. The foreman also coordinates activities with managers, foreman and other workers.

CSFM - 2

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

CSFM - 3

The foreman is expected to communicate with employees 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.

CSFM - 4

Reviews work requests to determine personnel requirements, procures materials necessary, ensures tools and equipment are available, and establishes a schedule to complete the work within acceptable time and quality parameters.

CSFM - 5

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

CSFM - 6

Supervising of security arrangements affecting School District property.

CSFM - 7

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

CSFM - 8

Maintain a liaison with Principals in each school.

CSFM - 9

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

CSFM - 10

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

CSFM - 11

Reviews with his/her staff, on an individual or departmental basis, those policies, procedures, regulations and terms of the collective agreement relative to the day-to-day operation of his/her department. This includes absence management and time entry.

CSFM - 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.

CSFM - 13

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

CSFM - 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.

CSFM -15

Maintains a working inventory of parts, supplies or equipment for his/her area of responsibility.

CSFM - 16

Cleans work area, tools and equipment in his/her area.

CSFM - 17

Evaluates products, materials and equipment for cost saving or efficiency measures. Keeps up-to-date on latest trends and developments in his/her given area.

CSFM - 18

Knowledge of care and operation of the District heating plants, care and use of cleaning equipment, good housekeeping practices and procedures of supplies used. Will be required to attend applicable courses.

CSFM - 19

Performs other assigned duties consistent with the position.

QUALIFICATIONS
Custodial Foreman - Afternoon

EDUCATION	<p>TECHNICAL REQUIREMENTS</p> <p>Grade 12 Certificate or an equivalent combination of education, training and experience</p> <p>Valid class 5 British Columbia driver's license</p> <p>OTHER RELATED COURSES</p> <p>Completion of Employer approved certification courses related to supervisory skills such as leadership, organizational skills, team building and conflict resolution</p> <p>Fourth Class Power Engineer's Ticket and/or PIPE certificate in boiler and equipment safety training</p>
EXPERIENCE	<p>TECHNICAL REQUIREMENTS</p> <p>Four (4) or more years of specific experience estimating jobs and supervising and coordinating employees, or six years' experience in a related area 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>
KNOWLEDGE	<p>THE CANDIDATE MUST DEMONSTRATE A KNOWLEDGE OF:</p> <p>The standards, practices, methods, materials, tools and equipment used for the custodial services</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>
SKILLS AND ABILITIES	<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 janitorial/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 verbally and in writing.</p> <p>Use his/her interpersonal skills to solve minor grievances or employee disagreements using conflict resolution techniques.</p> <p>Perform duties in compliance with safety regulations.</p>
<p>WORKING CONDIITONS</p>	<p>OCCUPATIONAL REQUIREMENTS</p> <p>Sufficient sight and hearing to perform related job duties</p> <p>Ability to lift and carry supplies and equipment required to perform his/her duties in accordance with the Occupational Health and Safety Regulations</p> <p>Able to perform related physical and mental activities</p> <p>Able to work in a highly physical environment</p> <p>Able to work in adverse weather conditions</p>

Reviewed: April 2020