

CUPE 382 Internal Vacancy

Posting Bulletin 25-08

–September 18, 2025–

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: 250-475-4113**) up to 4:00 p.m. on September 23, 2025, to fill these vacancies. Individuals can apply through eServices via the GVSD Staff Portal - <https://www.sd61.bc.ca/staff-support-portal/> An Internal [Application form](#) is also available in pdf format and can be sent to Human Resources.

(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
25-13T	Receiver /Shipper	Facilities - Transportation Sep 29 to Nov 30, 2025 or return of incumbent 6:30 am – 3:00 pm	40	8	September 23, 2025	Possession of a Grade 12 certificate or an equivalent combination of education, training, and experience; Demonstrated ability to work effectively with wide variety of stakeholders. Stakeholders could include Principals, teachers, students, parents and office staff, custodians, etc.; Possession of a valid BC driver's license; Physically able to perform all duties as noted in the Job Characteristics; Must have six (6) months to one (1) year specific experience – or – one (1) to two (2) years related experience; 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, or Propane Training Institute Certificate.
25-14C	Roofer	Facilities - Maintenance Start date: Sep 29, 2025 6:30 am – 3:00 pm	40	23T + Certifi cation	September 23, 2025	Grade 12 certificate or an equivalent combination of education, training, and experience; Must possess a RED Seal trade qualification as a Roofer as issued or recognized by the province of BC.; Valid Class 5 British Columbia Driver's License; Four (4) or more years demonstrated work experience in a related field. Including Installation, Repair, Maintenance and condition assessment / reporting of commercial / institutional roofing system; Job related safety regulations and techniques as outlined in the Worker' Compensation Board Industrial Health and Safety regulations. Emphasis on fall restraint and working from heights; Must have working knowledge of digital technology; including email, online databases and facilities management software used by School District #61; Maintains a cooperative working relationship with other workers, suppliers, administrators, supervisors, teaching staff, students, and the public; Adapt to changing

						circumstances and the flexibility to adapt plans and schedules to meet these circumstances.
25-15C	Facilities Electrician	Facilities - Maintenance Start date: Sep 29, 2025 6:30 am – 3:00 pm	40	24T	September 23, 2025	Must possess a valid Red Seal Journeyman's Electrician Certificate as issued or recognized by the Province of BC; Must be physically able to perform all duties as noted 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.
25-16C	Facilities Carpenter (2 positions)	Facilities - Maintenance Start date: Sep 29, 2025 6:30 am – 3:00 pm	40	23T	September 23, 2025	Must possess a valid Red Seal certificate of trade qualification in Carpentry as issued or recognized by the Province of BC; Must be physically able to perform all duties as noted in the Job Characteristics; Should possess a valid BC Driver's license; Maintains a cooperative working relationship with other workers, supplies, administrators, supervisors, teaching staff, students and the public.
25-17C	Plumber	Facilities - Maintenance Start date: Sep 29, 2025 6:30 am – 3:00 pm	40	23T + Certification	September 23, 2025	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 Class 5 BC driver's license; Completion of four (4) or more years of specific experience in similar duties is required; Must be physically able to perform all duties as noted in the Job Description; Possess knowledge of personal computer, including current word processing, spreadsheet, database and facilities management software used by SD#61; 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.

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