

North Shore Neighbourhood House
Wednesday, November 13, 2024
C.U.P.E. JOB VACANCY
CUSTODIAL SUPERVISOR

Posting Reference Number # 2024-8500-02 (please refer to this number when applying)

RATE: \$25.58 per hour
Hours of Work: Full-time - 35 hours per week
(Mon – Fri: 7am-3pm)
Location: NSNH
Effective: November 25, 2024

Please note: A shift premium of \$0.85 per hour applies to all hours worked before 7:30am and after 6:00pm daily.

Nature and Scope of Work

This is manual work of limited complexity involving custodial and janitorial duties, including supervisory responsibilities, at the various North Shore Neighbourhood House facilities. An incumbent exercises independent judgment and acting in the supervision of subordinates and in altering established schedules and routines to ensure that priority areas are cleaned. Regular meetings are held with the immediate supervisor to establish priorities and review the work performed in terms of efficient and effective custodial and janitorial services. The work of this position is distinguished from that of the Custodian by the greater degree of independent action exercised and the requirement to train and evaluate the work of subordinates.

Illustrative Examples of Work

Performs a variety of custodial and maintenance duties such as:

- Opens building and deactivates the alarm system.
- Responds to emergencies and takes the necessary steps to minimize damage to building.
- Checks boilers for safe operation and regularly oils motors.
- Sweeping, mopping, washing, waxing, polishing floors, hallways and stairs; dusting furniture; washing hand basins, sinks and toilets; replenishing supplies; vacuuming and shampooing carpets; disposal of garbage.
- Painting; minor repairs to furniture; repairing switches, locks, doors and closures; replacing lights and windows; plumbing problems; erection of cupboards and shelves; repairing walls, ceilings and floors, as well as general equipment maintenance.
- Checks, cleans and maintains grounds and yard.

- Checks and does minor maintenance and repairs to heating ventilating systems, fire alarms and fire suppression equipment and emergency lighting system.
- Orders supplies and distributes as required.
- Maintains written cleaning schedule.
- Tests cleaning products, equipment and methods and liaises with supervisor regarding costs of materials and supplies and the time required to successfully complete projects.
- Set up tables and chairs for scheduled events; moves or provides furniture or equipment; locks and unlocks doors as well as providing assistance to members of the public.

Assists in the planning and execution of a long-range plan for maintenance activities.

Ensures adequate building maintenance coverage.

Trains and evaluates the work of subordinates performing janitorial and custodial duties.

Directly supervises volunteers and community work service placements.

In consultation with supervisor, provides on-site assistance to Contractors or City Employees doing work at the North Shore Neighbourhood House.

Performs related work as required.

Required Knowledge, Abilities & Skills

Working knowledge of methods, materials, tools and equipment used in providing custodial, janitorial and general building maintenance services.

Working knowledge of heating and ventilation, fire alarm, emergency lighting and fire suppression systems.

Some knowledge of occupational hazards and precautionary measures related to general building maintenance work.

Sufficient strength and stamina to perform the duties.

Ability to assign and supervise the work of a small group of subordinates engaged in routine cleaning and custodial work.

Ability to understand and effectively carry out written and oral instructions and to effectively carry out instructions independently.

Ability to establish and maintain effective working relationships with patrons, staff and members of the public.

Skill in the use of a variety of hand tools and power tools.

Desirable Training and Experience

Completion of Grade 10 supplemented by B.S.W. certificate and considerable experience in general building maintenance work or a suitable combination of training and experience including supervising custodial staff.

Required Licenses, Certificates and Registrations

Valid B.C. Driver's License Class 4 Restricted
Emergency First Aid Certificate
Criminal Records Check
Completion of Building Service Worker Certificate.

Please apply to:

Dave Huber
Manager of Facilities
dhuber@nsnh.bc.ca

Closing Date: [Wednesday, November 20, 2024](#)