

Facility Services Supervisor (Caretaking)

Introduction:

Reporting to the Director of Facility Services, the Facility Services Supervisor (Caretaking) will provide supervision and coordination of caretaking services for the Facility Services Department. The Supervisor will make responsible decisions on supervision, evaluation, training and allocation of caretaking staff. This role requires considerable trust and responsibility and the ability to treat privileged information in a confidential manner. This position is an ambassador, called upon to represent our organization's character and values both within and outside Elk Island Catholic Schools (EICS).

This position specifically supervises evening caretakers, ensuring compliance with EICS processes, guidelines and standards. Also specific to this position is the supervision and coverage for evening school rentals. While this position is based out of the Central Learning Services building in Sherwood Park and a workstation will be provided there, this position is expected to spend more than 75% of their time at the various schools. A company vehicle and gas card will be provided for this purpose.

The hours for this position are as follows:

- Mondays 1:00PM to 5:45PM (This shifts to Tuesdays in the event of a conflict with a statutory holiday)
- Tuesday to Friday 4:30PM to 10:30PM

Knowledge, Education and Experience:

The Facility Services Coordinator (Caretaking) must have a minimum of 5 years experience as a caretaker. The ideal candidate will have a record of increasing responsibilities and a minimum of 2 years supervisory experience. Post secondary education in a related field is an asset. Combinations of education and experience will be considered.

The successful candidate will possess outstanding communication skills, both oral and written, and will build strong relationships with staff and clients alike. They will highly value customer service and take great pride in maintaining clean, welcoming and healthy spaces. The role requires initiative, planning, and resilience. The Facilities Services Coordinator will be organized, patient and positive, continuously developing staff for higher efficiency and consistent quality. They will be proficient in Google Suite and able to quickly learn new software, such as EICS' CMMS platform (Asset Planner) and finance & human resources system (Atrieve).

Responsibilities:

1. Supervise and assign the work of the caretakers.
2. Assist in the recruiting and hiring of caretakers.
3. Evaluate the performance of caretakers in coordination with the Director of Facility Services and the daytime Facility Services supervisor.
4. In collaboration with the daytime counterpart and in consultation with the Director of Facility Services, organize and administer training programs for caretakers.
5. Assist with the development and administration of an employee awards program for caretakers.
6. Establish and update guidelines and standards on building cleanliness and grounds care and ensure compliance by caretaking staff and awareness of clients (schools).
7. Assist in the preparation of reports, budgets and plans as specified by the Director of Facility Services.
8. Provide overall quality control and quality assurance related to the cleanliness of all Division schools and facilities.
9. Provide administrative services for the Facility Services Department.
10. Attend and participate in weekly Facilities leadership meetings.
11. Vacation and absence coverage for the daytime Facility Services Supervisor. This will include:
 - Coordinating the placement of casual caretakers.
 - Process service requisitions, timesheets, work logs, sick leave entitlements and vacation entitlements for the caretakers.
 - Coordinating garbage and snow removal
12. Open and close schools for evening rental groups should the evening caretaker at the facility be absent and without suitable replacement.
13. Other related duties as required.