



Caretaker Coordinator

Position Profile: The Caretaker Coordinator is responsible for providing direction and supervision to cleaning staff in all Good Spirit School Division facilities. This role will work closely with the Facilities Manager in an advisory capacity regarding the establishment of priorities through advising of deficiencies and making recommendations for improvements.

Directly Reports To: Facilities Manager

In-Directly Reports: Superintendent of Business Administration

Duties & Responsibilities

This position provides direct supervision to Building Operators, Caretakers, Building Technicians, and external service providers.

Without restricting the generality of the general description above, the Caretaker Coordinator shall perform such duties and responsibilities as may be assigned including but not restricted to the following:

- Provide leadership in development and implementation of cleaning practices in the school division.
- Direct employees in caretaking procedures to ensure effectiveness and efficiency, as well as compliance with all applicable regulations.
- Direct the daily caretaking schedules and resources required to effectively and efficiently complete tasks in a timely manner.
- Provide leadership in the development and training of caretaking staff.
- Provide leadership including planning, coaching, reviewing work performance and disciplining.
- Ensure Department purchasing follows the guidelines established by the Board of Education.
- Assist the Facilities Manager in the development of long range caretaking supplies and equipment plans and budgets.
- Maintain and control adequate inventory of caretaking supplies, tools and equipment.
- Provide leadership in emergencies which may involve emergency call-outs.
- Maintain awareness of products and procedures; converse with suppliers and regulatory agencies within the area of accountability.
- Promote safe work practices in accordance with Occupational Health and Safety, Board of Education Policy, and supervisor's directives.
- Prepare reports as required by the Facilities Manager.
- Perform other duties as may be assigned by the Facilities Manager.

Education & Qualifications

- Minimum Grade 12 or equivalent
- Minimum 5 years experience in Facilities Caretaking and at least 2 years of supervisory experience in facilities operation or maintenance.
- Management Training at a diploma level would be considered an asset.
- Level I and II Occupational Health & Safety
- Workplace Hazardous Materials Information System Certification
- Minimum of valid Fireman's certificate
- A valid driver's license

Competencies, Skills and Abilities

- **Quality & Organization of Work**
A Caretaker Coordinator must have a demonstrated ability to pay attention to detail and ensure work is consistently completed and accurate within expected timeframes.
- **Adaptability & Flexibility**
A Caretaker Coordinator must demonstrate their ability to prioritize multiple demands and effectively manage time while being responsive to changing priorities.
- **Communication**
A Caretaker Coordinator must have superior interpersonal and communication skills and be able to communicate professionally with school administration, staff, and suppliers. Appropriate communication with students is required.
- **Job Knowledge**
 - Knowledge of all aspects of custodial cleaning procedures, cleaning processes, products and equipment.
 - Knowledge of management principles and practices.
 - Clear understanding and ability to provide situational leadership.
 - Knowledge of computer software including MS Office, email, and related programs.
 - Be knowledgeable and supportive of applicable Board of Education and Division policies and procedures.
 - Be willing to engage in lifelong learning with respect to training, in-services and courses of study.
- **Cooperation & Teamwork**
A Caretaker Coordinator must be able to delegate work to staff and provide appropriate supervision or support to ensure the quality of work meets requirements. Must work collaboratively with and Facilities Coordinator and with other maintenance staff as required. A Caretaker Coordinator must have the ability to be a team player and work independently

with minimal supervision. This position works collegially with school staff, school-based administration and other school division staff.

- **Attitude**

A Caretaker Coordinator must present a positive and professional attitude towards others, their work, and the Division and conduct oneself in a manner appropriate to an educational institute that provides services to children.

- **Confidentiality**

At no time should a Caretaker Coordinator discuss, in public, information pertaining to employees, students or the operation of the division. A Caretaker Coordinator is expected to respect the confidential nature of their position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the school or the school division. Breaching confidentiality is a serious violation of acceptable conduct and *The Local Authority Freedom of Information and Protection of Privacy Act*.