

# Assistant Supervisor of Custodial Services and Maintenance

<b>Employer:</b>	Algoma District School Board		
<b>Posted:</b>	1 months ago	<b>Closing Date:</b>	April 10, 2024
<b>ES Job ID:</b>	15397	<b>Location:</b>	Sault Ste. Marie
<b>Sector(s):</b>	Other	<b>Duration:</b>	Full Time

## Job Description:

The Algoma District School Board invites qualified applicants to apply for the position of Assistant Supervisor of Custodial Services and Maintenance. Reporting to the Supervisor of Custodial Services and the Supervisor of Maintenance, this position assists in the coordination and supervision of custodial operations and minor maintenance of facilities in assigned areas under the direction of the Supervisor.

### Summary of Duties

- Assist in the administration and supervision of Plant Department employees as directed by Supervisors.
- Assists with the development of school cleaning maps.
- Responds to inquiries from schools.
- Performs custodial cleaning audits through ongoing inspections of Board facilities.
- Assists with the documentation and other administrative processes related to modified return to work plans and WSIB claims.
- Assists in the review/investigation of work orders, maintenance concerns and employee concerns.
- Reviews vehicle reports, plan vehicle repairs and licensing, and monitor the use of vehicles.
- Performs playground inspections.
- Addresses Health and Safety concerns.

Required to work scheduled day and afternoon shifts as well as participate in a rotational supervisory on-call schedule to cover nights and -weekends. Occasional overnight travel required.

Location and Hours of Work - Algoma District School Board, Plant Department - Sault Ste. Marie - Monday to Friday - 35 hours per week

## Required Skills:

- Post-secondary diploma in a related field.
- Two years of experience in a related field.
- Proficient in applicable computer applications (i.e. Microsoft Office and work order system).
- Custodial and maintenance supervisory experience.
- Experience supervising in a large, unionized environment.
- Preference will be given to candidates who have obtained certifications or participated in workshops as a Supervisor and those who have obtained certification as a Playground Inspector.

The successful candidate will be required to provide a clear Vulnerable Sector Check prior to being offered employment.

## How to Apply:

**SAULT STE. MARIE**  
WEBINQUIRYSSM@SAULTCOLLEGE.CA  
705.945.0705

477 Queen Street East, Suite 203  
Sault Ste. Marie, ON P6A 1Z5

**BLIND RIVER**  
WEBINQUIRYBR@SAULTCOLLEGE.CA  
705.356.1611

1 Industrial Park Road, Suite 205  
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**YOUR JOB IS OUT THERE.  
WE'LL HELP YOU FIND IT.**

Please forward an electronic resume and three (3) work-related references by 4:00PM, April 10, 2024 to:

David Steele,

Manager of Plant

steeled@adsb.on.ca

Algoma District School Board

644 Albert Street East

Sault Ste. Marie, ON P6A 2K7

Only those applicants short-listed will be contacted.

A shortlisting of applicants for consideration will be completed employing the Algoma District School Board Hiring Policy. Should there be a need for interviews, only shortlisted candidates will be contacted. Accommodations through the recruitment and selection process are available upon request. The successful candidate, as a condition of employment, will be required to provide a current vulnerable sector check, which is acceptable to the Board.

The Algoma District School Board is committed to an equitable education system that upholds and reflects the principles of fair and inclusive education. Additional information about specific programs, and the Vision, Mission, Values and Priorities of the Algoma District School Board can be found at [www.adsb.on.ca](http://www.adsb.on.ca).

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