

Posted on: March 18, 2025 at 11:15 am

## **CUPE#4353 – SL2025**

Position: **Custodian in Charge – Long-Term Occasional**

Location: **St. Mary CHS - Brockville**

Hours of work: **40 hours/week (6:00 am – 2:00 pm)**

Salary: **\$26.90/hour**

Effective: **Immediately – July 31, 2025**

### **Note**

Article 14.09 b) iii) will not apply as facilities will be open and require custodial services during times noted in the article, normal work week as per 14.09 a) i). Please refer to the attached job description for further information.

### **Qualifications**

- Secondary School Diploma and/or equivalent.
- Building Maintenance Mechanic Certificate and/or equivalent.
- Minimum five (5) years experience in plant operation and maintenance; cleaning methods and procedures, repairs; security; heating and ventilation.
- Knowledge of e-mail, e-works and building automation program.
- Excellent interpersonal, communication and leadership skills.

Send application and curriculum vitae no later than:

**Tuesday, March 25, 2025 by 4:00pm**

e-mail: [hr@cdsbeo.on.ca](mailto:hr@cdsbeo.on.ca)

**We thank all applicants in advance for their interest; however, only those candidates selected for an interview will be contacted.**

**The CDSBEO adheres to equitable hiring, employment and promotion practices and is committed to an inclusive workforce. We encourage applications from Indigenous peoples, racialized people, persons with disabilities, people from gender diverse communities and/or people with intersectional identities, as well as others who may contribute to the further diversification of ideas.**

**The Catholic District School Board acknowledges that our schools are located on the unceded, traditional Algonquin territory of the Anishinaabe people as well as the land of the Mohawk territory of the Haudenosaunee/Rotinonhsho'n:ni people. We respect both the land and the people of this land including all Indigenous people who have walked in this place.**

**Pursuant to the Accessibility for Ontarians with Disabilities Act, (AODA), if applicants require accommodations at any time throughout the application process, please reach prior to the posting closing date so that appropriate arrangements can be made.**

**Chris Cummings**  
Chair of the Board

**Laurie Corrigan**  
Director of Education

## **A. Job Identification:**

Title: **Custodian in Charge**

Immediate Supervisor: **School Principal & Plant Operations Supervisor**

## **B. Job Summary:**

Under the general supervision of the Plant Operations Supervisor, the Custodian in Charge is responsible for the uninterrupted and comfortable operations of the school plant, ensuring that standards of cleanliness, sanitation, safety, and security are met. This position is responsible for the administrative tasks necessary to maintain and operate the plant to the requires standards.

## **C. Duties and Responsibilities:**

- Maintain the cleanliness of the building and grounds.
- Maintain the proper learning environment, including temperature, ventilation and building safety.
- Cooperate with staff and students.
- Advise the Central Office of repair and maintenance action required for plant equipment. Keep the Plant Operations Supervisor informed of incidents requiring action and follow up with the Plant Operations and Maintenance Department.
- Carry out preventative maintenance as directed and assist trades people in maintaining the plant operation of the school.
- Perform minor repairs within his or her resources.
- Arrange for physical requirements for school rental, dances and other activities.
- Supervise the efficient and proper use of caretaking supplies and equipment and maintain the equipment in a clean and safe condition.
- Purchase of Custodial supplies online on a monthly basis.
- Inspect, operate and test safety and security systems. Maintain all logbooks and inspection manuals (such as electrical, fire, etc.) for the site.
- Work overtime as required, and approved by your supervisor, to ensure that extra-curricular and school rental requirements are satisfied, and when emergency situations arise.
- Duties as assigned by the Principal and Plant Operations Supervisor.

## **D. Qualifications:**

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- Knowledge of e-mail, e-works and building automation program.
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