



Building Service Supervisor School District No. 64 (Gulf Islands)

The Building Service Supervisor is responsible for the district-wide green cleaning/custodial services program and the health and safety program for our fifteen facilities located on five islands. The Building Service Supervisor plays a significant role in ensuring compliance with health and safety regulations, district cleaning standards, policies, collective agreements and relevant legislation.

This is a visibly active role requiring excellent teamwork, relationship and management skills. Essential to this position is an ability to work well under pressure and very strong communication skills.

The Community and School District

We place students at the heart of our work and aspire to the values of trust, responsibility, opportunity, sustainability, collaboration and diversity.

Gulf Islands School District is located in the Salish Sea (Strait of Georgia) and is home to five island communities – Salt Spring, Pender, Galiano, Mayne and Saturna as well as Windsor House School in North Vancouver. The District currently serves 1700 students and is proud of its quality programming; including successful Aboriginal programming, thriving International Program, performing arts academy, ecological, nature based, and late French Immersion programs.

The Position

This is a full-time excluded staff position, effective as soon as possible. The Building Service Supervisor will be responsible for:

- ▶ Developing, implementing and managing the district-wide green cleaning and maintenance program for our fifteen facilities located on five islands
- ▶ Creating an annual operational budget and forecasting projected resource requirements
- ▶ Developing, implementing and managing comprehensive health and safety programs, to ensure a healthy and safe work environment for employees and students in the District
- ▶ Ongoing development of a comprehensive claims management process
- ▶ Liaising with school staffs, principals, community groups, the Manager of Facilities and Senior Administration to ensure compliance with health and safety regulations, district cleaning standards, policies, collective agreements and relevant legislation

The Applicant

The successful applicant will possess:

- ▶ Five years' experience in a related field
- ▶ Post-secondary education/training in a related field
- ▶ Exemplary interpersonal skills and ability to work independently and as a member of a team
- ▶ The ability to exercise considerable independent action in the performance of all duties and the ability to work under pressure in a wide variety of assignments
- ▶ Canadian Registered Safety Professional (CRSP) designation an asset

Review of applications received will commence on **Monday, April 30, 2018**. You are encouraged to submit your application prior to this date for full consideration; however, the competition will remain open until a successful candidate is found or until otherwise advised on our website.

Inquiries and complete application packages in a single PDF document should be directed to:

Applications with supporting documents should be forwarded to:

Linda Underwood, Director of Instruction, Human Resources
c/o Dawne Fennell, Executive Assistant
School District No. 64 (Gulf Islands)
112 Rainbow Road
Salt Spring Island, B.C. V8K 2K3
Fax: 250-537-4200 / Email: dfennell@sd64.bc.ca

Please note: incomplete applications will not be considered.

Thank you to all who apply; however, only those individuals chosen for an interview will be notified.