

Applicants: – Please do not remove this posting – **ask for a copy**

SCHOOL DISTRICT No. 64 (GULF ISLANDS)

INTERNAL JOB POSTING

Position: Building Service Worker, Floor Specialist, Operations III
(Continuing, Twelve-Month)

Location: District

Qualifications: See job description attached

Hours of Work: 40 days annually:
▶ thirty (30) days during the summer
▶ ten (10) days/Fridays

Appointment: 0.1533 annual FTE

Job Rate: \$22.66

Start Date: As soon as possible after the posting closing date

Closing Date: 4:00 p.m., Tuesday, June 5, 2018

Apply in writing to: Linda Underwood, Director of Instruction, Human Resources
School Board Office
c/o Dawne Fennell, Executive Assistant

Please apply in writing with an updated resume and supporting documentation that will ensure qualifications are met or exceeded for this position.

This is a union position with C.U.P.E., Local 788. (APPLICATIONS WILL BE RECEIVED FROM MEMBERS ONLY)

DATE RECEIVED



Successful applicant: _____

L Underwood

Please copy to:

- Posting Email Reps. (CUPE)
- School Board Office
- Payroll
- Personnel
- Job Posting Website

May 30, 2018
(CUPE Posting No. 50) (2017/18)

SCHOOL DISTRICT #64 (Gulf Islands)
Job Description
Building Service Worker, Floor Specialist

Summary:

Under minimum supervision, works as a member of a team, to perform timely cleaning, maintenance and restoration of hard floors and carpets, to ensure that district buildings are clean, safe and serviceable.

Duties:

Under minimum supervision:

- Cleans and restores hard floors:
 - ▶ Scrubs hard floors using automated equipment
 - ▶ Strips and re-coats hard floors, including gym floors
 - ▶ Sweeps, mops, vacuums, polishes and dusts
- Cleans and restores carpets
- Performs minor repair to wood, vinyl and lino floors
- Lifts and moves furnishings and equipment
- Performs routine cleaning and maintenance of tools and equipment
- Ensures buildings are secure; activates alarm systems
- Applies WHMIS
- Attends floor restoration and repair training as required
- Attends workplace safety training as required
- Performs other assigned comparable duties which are within the area of knowledge and skills required by the job description

Qualifications:

- Grade 10 or equivalent
- Valid BC driver's license
- Building Service Worker Level II – Hard Floor Care Program
- Building Service Worker Level III – Carpet Care Program
- Working knowledge of lifting/loading techniques
- Demonstrated ability to perform required duties

Desired Assets:


- Documented evidence of exemplary interpersonal skills, and ability to work as a team member
- Working knowledge of building alarm systems and electrical panels
- Ability to work in physically demanding environment
- Ability to adapt tasks to meet time constraints

Relationships:

- Responsible to Building Services Supervisor
- Under direction of Lead Hand

APPROVED:

On behalf of:
School District #64 (Gulf Islands)



Rod Scotvold
Secretary Treasurer

June 3, 2009

On behalf of:
CUPE Local 788



Mike Bath
President

June 3, 2009

Classification: Operations III
JJEC approved date: June 1, 2009