



EMPLOYMENT OPPORTUNITY **LAC LA BICHE COUNTY**

Custodian Team Lead **Full Time Term (Ending September 2020)**

The Custodian Team Lead will provide front line leadership to ensure the day to day custodian operations are being performed in County facilities. The Custodian Team Lead will be an effective team member whose contribution will assist in the achievement of the departments' objectives.

Responsibilities:

Custodian/Maintenance Duties:

- Prepare and assign work orders for projects
- Instruct and mentor custodians with day-to-day operations and the maintenance duties using established training checklists, reference manuals and competency forms
- Maintain positive public relations with user groups, the general public and staff.
- Provide custodial services for County facilities - clean washrooms, including showers, stalls, fixtures, mirrors, windows/glass – interior, dusting, vacuuming, sweep and wash all floors. Empty waste containers, recycling bins and proper disposal
- Stripping, sealing and waxing floors, clean exterior windows and major cleaning of appliances, walls, etc.;
- To read, understand, and comply with this municipality's safety policy, safe work practices, procedures and rules and any occupational health and safety legislation.
- To wear the safety equipment and personal protective devices and clothing required by regulations and the applicable safe work practice
- To notify supervisor of any unsafe conditions or acts that may be of danger to others or self
- To report all incidents, near misses and/or injuries immediately to their supervisor
- Report any anticipated loss of work time to their supervisor, as soon as possible, after being treated by a physician following an injury.
- Take every reasonable precaution to protect the safety of other workers, themselves, visitors and the public.
- Take the lead role as the onsite commander in the event of an emergency.
- Complete building inspections monthly.
- Assist with:
 - inventory management
 - budget development, implementation and adherence
 - set up or tear down of special events
 - snow removal, and;
 - other minor general maintenance responsibilities

Supervisory Responsibilities:

- Along with the supervisor, and the other Team Lead, develop the employee shift schedule and process employee requests for time off.
- Participate in staff selection/hiring process

- Provide on the job direction, mentoring and supervision of custodians
- Train and sign off new staff on the safe work procedures
- Set up competency training for all new staff and evaluate skills
- Work with supervisor on conducting staff performance management, including regular performance feedback and staff performance appraisals
- Assist in ensuring all staff certifications are current and meets standards and appropriate training is provided

Qualifications:

- Minimum Grade 12 education or equivalent
- Standard 1st Aid and CPR would be an asset
- Minimum one (1) year of janitorial experience
- Experience in facility maintenance would be an asset
- Some supervisory skills
- Excellent problem solving and public relations skills
- Ability to receive and comprehend instructions
- Ability to work in a team environment
- Willing to work evenings and weekends, shift work (8-hour shifts);
- Work with the general public (possibility of working with challenging people)
- Working/walking on concrete flooring most of your shift
- Working in awkward/cramped positions occasionally.
- Must submit a Driver's Abstract, Criminal Record Check, Child Welfare Check, and Medical Assessment that meets the satisfaction of the County

Salary range: \$28.93 – \$37.43 hourly

- Salary will be commensurate with experience and qualifications.
- Competition number: 54-CTL-19
- Closing Date: This competition will remain open until a suitable candidate is found.

Candidates from this competition may be used to fill future vacancies at the same classification level within the next 6 months

Interested candidates are invited to forward their resume in strict confidence to:

Attention: Human Resources

Lac La Biche County

Box 1679 Lac La Biche, AB T0A 2C0

Fax: 1-888-421-2533

Email: hr@laclabichedcounty.com

We thank all interested applicants; however, only applicants selected for an interview will be contacted.