

P L E A S E P O S T

The **Eastern Townships School Board** is seeking candidates
for the following position

CARETAKER CLASS I¹ **Richmond Regional High School**

NATURE OF THE WORK

The principal and customary work of an employee in this class of employment consists in being responsible for carrying out the maintenance work as well as the preventive and physical upkeep of an educational institution or building, and being responsible for a total area equal to or greater than 9 275 m².

The role also consists in organizing and carrying out such work as well as organizing, coordinating and overseeing the work carried out by members of a team for whom he or she is responsible.

In addition, he or she performs the characteristic functions of the class of employment of maintenance workman, class II.

CHARACTERISTIC FUNCTIONS

The employee in this class of employment acts as team leader. In this respect and according to the schedule established with his or her superior, he or she organizes, coordinates and oversees all maintenance work as well as the preventive and physical upkeep carried out by the members of a team. He or she gives his or her opinion and reports on the quality of the work.

He or she must ensure the cleanliness of the premises. In this respect, he or she organizes and carries out maintenance work by performing, along with the members of a team, maintenance workman, class II duties; he or she ensures that maintenance apparatus and equipment are kept in good condition.

He or she must ensure that the building and its equipment are in good condition. He or she ensures the inspection and verification of the lighting, heating and ventilation systems; he or she ensures the operation of heating equipment which does not require the presence of a stationary engineer.

He or she carries out or ensures that the required preventive upkeep is carried out; he or she carries out or ensures that minor or temporary repairs are carried out; he or she reports any breakdown detected and ensures that the necessary repairs are carried out; he or she follows up the work of specialized or nonspecialized workmen. He or she repairs doors, windows and furniture; he or she ensures the assembly and installation of material.

¹ This new class of employment replaces the class of employment of "caretaker" found in the Classification Plan (February 1, 2006 edition).

He or she takes all the necessary measures to ensure adequate security against fire and theft. In certain specific cases and, as required, he or she ensures the monitoring of the comings and goings of visitors, students and staff. If need be, he or she ensures the preparation of rooms and halls.

In keeping with the procedure established, he or she orders or purchases materials, products and equipment required for maintenance work carried out by the team; he or she keeps an inventory; he or she ensures that the standards respecting the safe use, storage and disposal of products are respected.

He or she makes suggestions and recommendations concerning products, materials, equipment and work methods.

He or she coordinates, supervises and oversees the work of other nonspecialized employees.

He or she may be required to use a computer and the necessary software to perform his or her duties.

If need be, he or she performs any other related duty.

REQUIRED QUALIFICATIONS

Experience

Have three (3) years of pertinent experience.

Practical skills

- Have a general knowledge of the operation of the heating, ventilation, lighting and alarm systems that a caretaker oversees.
- Have a basic knowledge of the main building trades.

SUPERVISOR: The Principal
SALARY: \$23.24/hour
SCHEDULE: 38.75 hours per week (Monday to Friday starting at 7:00 a.m.)
STARTING DATE: July 2022

Applications should be sent, in writing, by 2:00 p.m. on **July 8, 2022** to:

Human Resources Department

hr@etsb.qc.ca

Eastern Townships School Board
340 Saint-Jean-Bosco, Magog, QC J1X 1K9
FAX: 819-868-3821

Equal opportunity for all