

SUPPORT STAFF JOB POSTING

To: All IUOE Employees

Date: February 10, 2026

SUBJECT: JOB POSTING #2025-88

The Human Resources Office will accept applications up to **Wednesday, February 18, 2026 - Noon** - for the following position:

HEAD CUSTODIAN – CHSS

Full-time, 12-month, continuing position, 40 hours per week, effective February 27, 2026. The terms and conditions of the IUOE collective agreement shall apply. Rate of pay is \$26.57 per hour.

Job Summary:

The employee is responsible for custodial services, security and safety procedures within the assigned school.

Brief Job Description:

- (a) Performs custodial duties in order to maintain the facility in a clean and sanitary manner, according to approved work schedules and procedures.
- (b) Provides general supervision to custodial staff where required.
- (c) Advises and consults with the Principal on any problems within their school.
- (d) Ensures that the facility is secured at appointed hours.
- (e) Performs minor maintenance work as required (change light tubes, air filters, etc.).
- (f) Submits stores requests as needed and ensures that supplies and equipment are stored in a clean, safe and tidy manner.
- (g) Submits work requests for repairs needed in consultation with the Principal.
- (h) Reports immediately to the Custodial Foreman any unusual circumstances or incidents.
- (i) Practices all applicable School District and WCB safety policies.
- (j) Performs other related duties as assigned or required.

Job Requirements:

- a) Minimum grade 10 education plus one-year related experience.
- b) Exercises discretion and confidentiality in dealing with all matters pertaining to students and staff.
- c) Ability to maintain good working relationships with school staff, pupils, parents/guardians and members of the public.
- d) Ability to use cleaning equipment and chemicals safely and appropriately.
- e) Must be physically able to perform the duties of the position.
- f) Must have a working knowledge of all applicable School District and WCB safety policies.
- g) Must be able and willing to work any assigned shift in various locations.
- h) Must have WHIMIS training or be willing to obtain.

School District No. 52 (Prince Rupert)

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