



### **Supervisor, Custodial Services**

Permanent, Full-Time – 40 hours per week

**Day, evening, and weekend shifts availability required**

\$64,584.00 - \$80,724.80/ annum

**This position has been deemed safety-sensitive by the employer, and as such is subject to reasonable cause and post-incident drug and alcohol testing**

At the City of Leduc, our mission is People. Building. Community. We offer a collaborative and dynamic workplace where our values of Teamwork, Service, Respect, and Leadership guide our team's work to support community wellbeing and connection, making Leduc a place where people want to live, work and play.

#### **Come work with us!**

- **Are you an person who embraces a dynamic, collaborative atmosphere?**
- **Do you love public service and making a positive difference in a community?**

#### **What is the opportunity?**

Reporting to the Lead, Facility Operations, the Supervisor, Custodial Services is responsible for the overall cleanliness and routine upkeep of all assigned City of Leduc facilities. The incumbent will have proven interpersonal skills, strong communication skills, be a highly motivated, well-organized individual that is very personable and enjoys working in and leading a team. This position's schedule will fluctuate between weekday and weekend requirements with both daytime and evening shifts and may have occasional hours above regularly scheduled hours in response to service level and operational demands.

#### **What will you do?**

- Ensure safe use of Facility and provide excellent customer service to all clients
- Cleaning facility change rooms, dressing rooms, public washrooms, and common areas
- Perform regular maintenance of equipment ie; floor machine, custodial equipment in city buildings
- Monitor overall quality assurance through facility inspections, providing direction and feedback to staff performing the work including reporting, directing, and following up with noted deficiencies
- Conducts onboarding and orientation, on-going training, evaluation, and mentorship for new and existing staff including time keeping, reporting, and scheduling relating to training and development and quality control of work performed
- Supervises, identifies, and performs daily maintenance tasks to ensure facility cleanliness and safety.
- Ordering, inventory, and delivery of supplies
- Provides supervision coverage for the Supervisor, Facility Operators and Lead, Facility Operations as required
- Lead role in special event setup and takedown of field house activity setups and transitions

- Perform hazard assessments prior to commencing tasks and adhere to company policies and safe work practices and assist in keeping the MSDS current, and OH&S inspections.

### **What do you need to succeed?**

You are an ideal candidate if you have the following:

- Grade 12 or GED Equivalent
- Valid First Aid, CPR / AED and WHMIS certification
- Possess a valid Class 5 Operator's License (driver's abstract required)
- Understanding and adhering to the policies, principles and practices of OH&S legislation, and the City's requirements, as these obligations pertain to this role.
- Strong computer proficiency in all Microsoft programs with an emphasis on office 365.
- Minimum 2 - 3 years' custodial experience in a multi-use recreation facility experience in addition to (2) years' experience supervising custodial staff.
- Strong ability to communicate effectively and professionally, both written and oral, along with having strong technological skills.
- Time management skills with an ability to work in an environment with changing priorities.
- Prior municipal experience would be considered an asset.
- Arena Operator Level I (Asset)

### **MyRewards@COL**

- Competitive salary
- LAPP pension
- Comprehensive health, dental and wellness benefits, including a generous healthcare spending account
- Professional development opportunities
- Starting at 3 weeks' vacation per year
- Annual City of Leduc recreation pass, including access to free drop-in programs

Successful candidate must be willing to provide a current Criminal Record Check at own expense.

If this sounds like you, please apply through our website at [www.leduc.ca/careers](http://www.leduc.ca/careers)

Competition closes at **11:59 PM (MT) on April 11, 2024.**