

Applicants:

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SCHOOL DISTRICT No. 64 (GULF ISLANDS)

INTERNAL JOB POSTING

Position: BSW Team Lead
(Continuing – 12 Month Payscale)

Location: Plant Services

Qualifications: See **DRAFT** job description attached

Hours of Work: Thirty-Six (36) hours per week (0.9540 FTE). Flexible hours, as per the collective agreement may be applicable.

Job Rate: \$29.51

Start Date: As soon as possible after the closing date

Closing Date: **1:00 p.m.**, Thursday, August 6th, 2026

Apply at: [Apply for this posting](#)

Posting Inquiries: Clare Lundy, Human Resources Manager
Email: hr@sd64.org

Please apply electronically with an updated resume and supporting documentation that will ensure your 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)

Successful applicant: _____

Please copy to:

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

July 30, 2026
(CUPE Posting No. 43) (2026/27)

SCHOOL DISTRICT #64 (Gulf Islands)
DRAFT Job Description
Building Service Worker – Team Lead

SUMMARY

Under direction, oversees, coordinates and performs custodial work to ensure that school and district facilities are maintained with regard to safety, sanitation, security, serviceability and appearance. Provides day-to-day guidance, training and support to Building Service Workers and accommodates school and community user groups in accordance with district procedures.

DUTIES

Under direction:

- Coordinates, schedules and assigns the work of Building Service Workers
- Prioritizes work and checks completed work for accuracy, quality and completeness
- Provides advice, guidance and day-to-day support to Building Service Workers
- Plans and delivers training on departmental procedures, regulations, equipment use and site-specific practices
- Organizes and supports cross-training opportunities for custodial staff
- Maintains quality and consistency of custodial work and provides input for performance evaluation processes
- Assists in the selection of job applicants as required
- Acts as a liaison between schools, staff and custodians
- Performs custodial tasks such as dusting, sweeping, vacuuming, washing, scrubbing, disinfecting, collecting and disposing of garbage inside and outside, and disposing of materials
- Operates custodial equipment such as vacuums, polishers, scrubbers and carpet/rug cleaning equipment
- Secures doors and windows, performs interior and exterior security checks and sets alarm systems at the end of shift
- Ensures tools and equipment are in good working order and performs minor maintenance to custodial equipment.
- Reports vandalism, safety concerns or maintenance issues to supervisor
- Operates district vehicles including transporting materials and equipment
- Uses WHMIS system and attends scheduled safety training
- Responds to requests from staff and school administrators and attends to emergent situations
- Monitors custodial supply inventory, orders supplies, confirms delivery and maintains related records

Performs other assigned comparable duties within the area of knowledge and skills required by the job description.

QUALIFICATIONS

- Grade 12.
- Building Service Worker Level 1 Certificate
- Current WHMIS certification
- Certificate or coursework in workplace communication, occupational health and safety or a related field
- Three years previous custodial experience
- Two years experience training, mentoring or orienting employees or team members
- Valid Class 5 BC Driver's License
- Experience applying departmental procedures, school security systems, facility use procedures and inventory control processes
- Documented evidence of ability to coordinate and prioritize work across sites
- Demonstrated proficiency using district computer software for email, document sharing, ordering, inventory control and recordkeeping
- Documented evidence of exemplary interpersonal skills and ability to work independently
- and as a member of a team
- Physical ability to perform custodial work, including heavy lifting of up to 50lbs

Or an equivalent combination of training and experience