

SCHOOL DISTRICT No. 64 (Gulf Islands)

Job Description

Courier, Building Services Team Leader

SUMMARY

Under direction is responsible for the distribution of District mail, supplies and equipment; maintains District recycling program and maintains inventory of custodial supplies and equipment using accounting software. Supports District Operations personnel and provides team leadership for Building Service Workers (BSW).

DUTIES

- Processes and distributes District internal and Post Office mail
- Organizes recyclables from District sites and delivers to recycle depot
- Lifts, moves, transports and distributes supplies, furniture and other items
- Maintains postage accounts and recycling records, generates related reports
- Inventories, researches and purchases custodial & first aid supplies and equipment, using accounting software
- Performs inspections, maintenance and repairs on custodial equipment
- Supports District Operations personnel as required
- Assists in coordination of BSW work schedules, leads BSW teams
- Uses WHMIS, sources and distributes data sheets

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

QUALIFICATIONS

- Grade 12
- Two years' experience in related work
- Building Service Worker Level 1 Certificate
- Valid BC Class 5 drivers' license
- Demonstrated ability to lift and load safely
- Documented evidence of exemplary interpersonal skills and ability to work independently and as a member of a team

Or equivalent combination of training and experience

RELATIONSHIPS

- Responsible to Building Services Supervisor.

APPROVED

On behalf of:
School District #64 (Gulf Islands)

Original signed by:

Rod Scotvold, Secretary Treasurer

February 12, 2016

On behalf of:
CUPE Local 788

Original signed by:

Larry Melious, President

February 12, 2016

Classification: Operations V

JJEC approved date: February 11, 2016