

## Caretaker, class II #9544

Place of work : Québec High School

📅 As soon as possible To June 30, 2023

Publication period	Contract type	Job Category	Hourly Salary
Feb 24, 2023 - Mar 1, 2023	Replacement	Support personnel	From \$22.59 To \$22.59

**Job percentage:** 100% until the return of the incumbent and no later than June 30, 2023

APPLY

**Immediate Supervisor:** School Principal

### Nature of the work

The principal and customary work of an employee in this class of employment consists in being responsible for executing and supervising of all the preventive and physical maintenance performed exclusively in the evening or at night in an educational institution or building as directed and in the absence of the caretaker class II, the foreman or the School Principal, and this responsibility is assumed on an area of less than 9275 m2.

The employee also has, in addition, the characteristic functions of the class of employment of maintenance workman, Class II.

### Characteristic functions

The employee in this class of employment must ensure the cleanliness of the premises by completing tasks of maintenance workman, Class II, as scheduled. In addition, she or he is responsible for the supervision of maintenance work performed by workers and unskilled workers; she or he ensures that the devices and maintenance equipment are maintained in good condition.

She or he must ensure the good condition of the building and its equipment. She or he inspects and checks the lighting, heating and ventilation systems; she or he ensures the functioning of a type of furnace that does not require the presence of a stationary engineer. She or he does or ensures the required preventive maintenance, its minor or temporary repairs; she or he points out the failures and ensures that the repairs are made, keeps track of the work performed by skilled or unskilled workman. She or he repairs the doors, windows and furniture and can proceed to the assembly and installation of equipment.

She or he takes all necessary means to ensure adequate security against theft or fire and in some specific cases as needed, she or he can monitor the comings and goings of visitors, students and staff. Depending on demand, she or he sees to the preparation of facilities and rooms.

In accordance with the established procedure, she or he submits materials, products and equipment requirements for maintenance work and ensures compliance with the standards of use, storage and safe disposal of products.

She or he makes suggestions and recommendations on products, materials, equipment and working methods.

She or he may be asked to supervise the work of other nonspecialized employees.

She or he can be called to use a computer and various software required to carry out its work.

If necessary, she or he performs other related duties.

### General skills

#### 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.
- Have a basic knowledge of spoken English.



945 Av. Belvédère, Québec, QC G1S 3G2, Canada

**Social advantages**

- Sick leave
- Disability Insurance
- Employee Assistance Program (EAP)
- Uniform provided
- Reimbursement of mileage

*We thank all applicants for their interest in our organization. Only those selected for interviews will be contacted. All applications are treated in a confidential manner. We apply equal access to employment and we encourage women, visible and ethnic minorities, aboriginal peoples and persons with disabilities to apply. People with disabilities who wish, may be assisted in the preselection and selection process.*

**SHARE THIS JOB****Our organisation**

2046 Chemin Saint-Louis Québec,

QC Canada

G1T 1P4

jobs@cqsbc.qc.ca

418-688-8730

**Job Alert**

The job alert is a service that allows you to subscribe to alerts for a particular role and region. If a position in this location becomes available, you will automatically be notified by email in order to apply. You can add, modify or delete the alerts for which you have subscribed at any time.

**SUBSCRIBE**

Product of Nextal. All rights reserved.