

# Supervisor of Custodial, Grounds and Delivery Services

Job description

## Position Summary

Reporting to the Director of Facilities, the Supervisor of Custodial, Grounds, and Delivery Services is responsible for the day-to-day leadership, coordination, and continuous improvement of custodial, grounds, and delivery operations across the district. This role ensures safe, efficient, and high-quality service delivery while fostering a collaborative, respectful, and accountable work environment.

## Duties and responsibilities

- Provides day-to-day operational leadership for custodial, grounds, and delivery services, ensuring safe, efficient, and high-quality service across the district
- Plans, implements and supervises preventative maintenance programs, seasonal work plans and service schedules for buildings, grounds, irrigation systems, and delivery programs
- Coordinates, supervises and supports unionized staff in a multi-site environment, promoting collaboration, accountability, and respectful working relationships
- Works closely with crews to identify operational challenges, prioritizes work, and improves workflows while maintaining service standards
- Oversees grounds maintenance operations, including landscaping, lawn care, irrigations systems
- Effectively implements and supervises maintenance programs and services
- Monitors site conditions and responds to weather-related and seasonal demands, adjusting staffing, schedules, and resources as required
- Plans, organizes, and supervises the effective use of staff, equipment, vehicles, and materials across custodial, grounds, and delivery services
- Ensures compliance with WorkSafeBC, Occupational Health and Safety, environmental, and regulatory requirements, promoting safe work practices at all times
- Identifies training needs and coordinates onboarding, certification, and ongoing training for custodial, grounds, and delivery staff
- Participates in the development, monitoring, and control of departmental operating budgets
- Establishes and maintains effective working relationships with district administrators, school-based staff, contractors, suppliers, and external partners to support service delivery and continuous improvement
- Responds to operational issues, emergencies, and service disruptions, which may require varied hours, including early mornings, evenings, weekends, or after-hours callouts
- Maintains harmonious working relationships with staff, partner groups, and the community
- Performs other related duties as assigned

## Education, Experience and Skills

- High school graduation
- Proven experience in supervising within a multi-site environment

- Prior work experience in a large public unionized institution is an asset
- Demonstrated expertise in leadership, supervisory responsibilities, effective communication, coaching and team development
- Ability to work independently while also contributing effectively as part of a management team
- Experience with custodial, grounds and/or delivery operations
- Knowledge of Occupational Health and Safety programs, regulations and safe work practices
- Strong organizational and time management skills, with the ability to manage competing priorities in a dynamic operational environment
- Proficient in the use of MS Office 365 (Word, Excel, Outlook, PowerPoint, OneNote, Teams, OneDrive)
- Valid BC Driver's License
- Must maintain a Satisfactory Criminal Records Check