

NOTICE NO. 135

**POSTING:
2019.02.06**

**NIGHT CARETAKER, CLASS II
77.4194 %**

This **regular full-time** position is presently available at the following elementary schools: Mountainview located at 444 Mountainview in Otterburn Park and Cedar Street located at 250 Cedar in Beloeil.

NATURE OF WORK:

Carry out maintenance work according to the Caretaking Handbook and under the direction of the School and Center Administration and the Day Caretaker.

CHARACTERISTIC FUNCTIONS:

Responsible for:

- cleaning the premises and seeing to the proper operation of the heating, ventilation, lighting systems, maintenance apparatus and equipment;
- surveying the operation of the type of heating equipment which does not require the presence of a stationary engineer;
- carrying out certain maintenance work such as: some snow removal, repairs to doors, windows, furniture;
- taking all necessary measures to assure adequate security against fire and theft;
- controlling comings and goings of visitors, students and personnel in certain specific cases and according to requirements;
- supervising the work performed by other non-specialised employees;
- performing any other related task, if need be.

REQUIRED QUALIFICATIONS:

- At least three years of pertinent experience.
- Have a general knowledge of the operation of the heating, ventilation, lighting and alarm systems that a night caretaker oversees.
- Have a basic knowledge of the main building trades.

OTHER REQUIREMENTS:

- To be able to communicate in English and in French.
- Must be able to work with a minimum of supervision and/or frequently un-supervised.
- A medical certificate confirming that the candidate is physically capable of doing the job will be required for all outside candidates.

SCHEDULE: Monday to Friday, from 4:00 p.m. to 8:30 p.m. at Mountainview School with a 30-minute meal break & 8:45 p.m. to 10:30 p.m. at Cedar Street School, with a period of 15 minutes to travel between the two schools from 8:30 pm to 8:45 pm.

SALARY: \$584.70 for a 30-hour week + evening premium of \$0.71 per hour.

Candidates should submit a letter of application along with a curriculum vitae, **before 4:00 p.m. on February 12, 2019** to Human Resources, by mail or by e-mail at riversidecv@rsb.qc.ca. RSB will send an electronic acknowledgement of receipt for applications sent to that email address.

Riverside School Board has implemented an Equal Access Employment Program and encourages applications from women, members of visible and ethnic minorities, Aboriginal people and people with disabilities.

2019.02.05/lt

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