



**APPLICATIONS ARE INVITED FOR THE POSITION OF**  
**SERVICE QUALITY SUPERVISOR**  
**FACILITIES SERVICES**  
**Non-Union Level 9 - \$75,341 – \$90,409**

**Our Vision**

*At the Toronto Catholic District School Board, we transform the world through witness, faith, innovation and action. Servant-leadership that is visionary, empowering and inclusive is a fundamental characteristic of our Board. We seek colleagues who demonstrate a powerful personal mission and commitment through action to these principles. We are committed to fairly and objectively recruiting and selecting leaders and staff who are excellent role models, visionary and innovative, student-focused, committed to diversity, inclusion and equity and are also collaborative in building a Catholic community.*

**CRITERIA FOR AN INTERVIEW:**

- Three-year Community College Diploma in relevant field (e.g. Property Management; Facility Management) from a recognized educational institution, or an equivalent combination of education and experience
- Minimum two (2) years of working experience in a supervisory role
- Demonstrated supervisory ability and experience in direct supervision of staff in a unionized environment
- Proficient in computer skills (MS Office ,SAP)
- Excellent organizational, interpersonal and communication skills
- Experience in managing small construction project (e.g. asphalt, tiles, windows, blinds, etc.)
- Availability to work outside core office hours, as required

**MAJOR DUTIES AND RESPONSIBILITIES:**

Reporting to and under the direction of the Manager of Operations, the position provides professional support for all facilities activities including custodial supervision and training, maintenance services, contract administration and project management for assigned family schools. Duties and responsibilities include but are not limited to the following:

- Ensuring effective management of all assigned budgets, projects and contracted services
- Confirming effective deployment of assigned staff
- Participating in the interview and selection process for staff including recruiting and promotional opportunities
- Conducting employee evaluations and participating in the grievance and disciplinary process
- Participating in the development and delivery of training programs
- Coordinating in-service meetings
- Facilitating the implementation of new programs/projects
- Maintaining deployment and other related activities in the absence reporting system
- Receiving and coordinating vacation requests from staff ensuring adequate school coverage
- Responding to problems and emergencies (e.g. electrical/mechanical problems)

- Auditing and supervising activities of all assigned caretakers and 3rd party contractors, by visiting schools as required
- Subject to callout beyond regular work day/week as emergencies arise and participating in a rotating callout schedule
- Performing other duties as assigned or required

**PLEASE NOTE:**

Service Quality Supervisors are required to work either day or afternoon shift hours, depending upon the Board’s needs, as well as to carry and respond to communication devices provided, such as cell phone or pager during scheduled work shift and/or on-call periods.

This position requires travelling to TCDSB sites on regular basis. The incumbent must have own vehicle available to use and a valid Ontario driver’s license (*eligibility for mileage reimbursement*). Requires wearing of appropriate and current safety equipment (safety shoes, hard hat) for TCDSB construction sites.

**Diversity and Inclusion**

*Consistent with the TCDSB’s Employment Equity policy and Multi-Year Strategic Plan, the TCDSB is strongly committed to fostering and creating a diverse and inclusive workplace that reflects the stakeholders and communities we serve. As such, we welcome and encourage applications from candidates who self-identify as visible minorities, persons with disabilities, aboriginal peoples and women. You are invited to voluntarily indicate if you identify as one or more of the aforementioned communities. This information will be kept confidential.*

**Barrier-Free Recruitment and Selection**

*TCDSB embraces the principles of the Accessibility for Ontarians with Disabilities Act (AODA) and as such, is committed to creating an inclusive, barrier-free recruitment and selection process. Please inform the Human Resources department at the time of your application of any requirement for an accommodation. The need for documentation to support the accommodation will be requested as required prior to the implementation of any accommodation measures.*

Interested applicants are asked to submit a completed résumé, cover letter, and any related educational documents, no later than **Wednesday, January 19, 2022**. Failure to complete a full package may impact your eligibility for an interview.

Applications are to be submitted online through ApplyToEducation at:

[https://network.applytoeducation.com/Applicant/AttJobPosting.aspx?JOB\\_POSTING\\_ID=6f46ffb4-c1ed-4ba6-84f9-2e1c39790260](https://network.applytoeducation.com/Applicant/AttJobPosting.aspx?JOB_POSTING_ID=6f46ffb4-c1ed-4ba6-84f9-2e1c39790260)

**We thank all applicants, however, only those selected for further consideration will be contacted.**

*Please note, candidates selected for an interview will be required to provide original applicable education documents.*

*The Government of Ontario has implemented a COVID-19 immunization disclosure requirement for all publicly funded school board staff. Please be aware that all successfully recruited candidates will be required to complete TCDSB’s COVID Attestation Declaration once hired. All new hires who are not immunized against COVID-19, will be required to undertake regular rapid antigen testing. Please note, you are not to forward proof of vaccination or medical exemption information at this time.*