



CUSTODIAL POSITION OF ADDED RESPONSIBILITY

Responsibility:	<i>Superintendent, Human Resource Services Senior Manager, Human Resource Services</i>
Legal References:	Ontario Labour Relations Act.
Related References:	HR-13-122 Application For Position of Added Responsibility; HR-98-212 CAMA Performance Evaluation (currently under revision)
Revisions:	
Reviewed:	<i>February 2016</i>

1. Preamble

The following procedure provides guidelines and expectations pertaining to the selection procedure for custodial positions of added responsibility. The criteria for selection are also outlined.

2. Procedure

- 2.1 When approval has been granted for a position to be posted, the Facility Manager, in consultation with Human Resources, will develop a posting.
- 2.2 Human Resources will post the staff opportunity.
- 2.3 Applications will be accepted from Bargaining Unit Members who have:
 - 2.3.1 Completed the 65-day evaluation period in the employee's current position;
 - 2.3.2 Successfully completed the four courses required for the Facility Services Certificate:
 - Communication, Motivation and Stress
 - Fire and Safety
 - Heating and Physical Plant Operations Systems
 - Leadership Training
 - 2.3.3 Two (2) years experience with the WRDSB as a custodian in a custodial I position;
 - 2.3.4 Minimum grade 12 (OSSGD) or equivalent;
 - 2.3.5 Valid driver's license and access to a reliable vehicle.
- 2.4 Interested, qualified applicants shall submit an application package by the closing date and time established on the posting to the Human Resources Department.
- 2.5 A Completed application package shall include:
 - 2.5.1 A completed copy of the form specified in the posting.
 - 2.5.2 A written resume, describing how the employee meets the job requirements of the position they are applying for;
 - 2.5.3 A copy of the most recent performance evaluation dated within the past two years.
- 2.6 If five or fewer applications are received from applicants who meet the qualifications outlined in 2.3 to 2.5, then all applicants will be granted an interview. If more than five applications are received from applicants who meet the qualifications outlined in 2.3 to

- 2.5, the Facility Manager may screen the applicants to a minimum of five to be interviewed. The criteria for selection in section 3 and seniority will be used to screen the applications.
- 2.7 The Facility Manager or designate will act as the Chairperson and select the interview team.
- 2.8 During the interview, the Chairperson will request the applicant's permission to contact their present principal and immediate supervisor.
- 2.9 The selection process will include the following steps:
- 2.9.1 The final decision regarding the successful applicant will be made by consensus of the members of the interview team.
 - 2.9.2 The Chairperson will inform Human Resources of the successful candidate.
 - 2.9.3 The Chairperson will inform the applicants of the decision.
 - 2.9.4 Applicants may request a meeting to receive feedback. The feedback will be based on the applicant's interview performance and demonstration of the criteria and will be conducted by the Chairperson or a member of the interview team as designated by the Chairperson.
 - 2.9.5 The Facility Manager will confirm with Human Resources the start date of the employee in the new position.
 - 2.9.6 When the candidate has been selected, it will be the responsibility of Human Resources to write to the successful applicant, confirming starting date of employment.
 - 2.9.7 Any appointment to a new position is subject to a performance review during the 65-day probationary period in the new position.
 - 2.9.8 The successful candidate must remain in the new position for a minimum of one year before they can apply for any new positions.

3. Criteria for the Selection of Custodial Positions of Added Responsibility

The following criteria will be used to assess an applicant's suitability for a custodial position of added responsibility.

- 3.1 Problem Solving Skills: The degree to which the applicant demonstrates the ability and willingness to:
- 3.1.1 Collect and analyze information before taking action;
 - 3.1.2 Use appropriate judgment and caution;
 - 3.1.3 Operate within the parameters of the positions responsibility;
 - 3.1.4 Use initiative;
 - 3.1.5 Take prudent risk;
 - 3.1.6 Use practical creativity.
- 3.2 Planning and Organization Skills: The degree to which the applicant demonstrates the ability and willingness to:
- 3.2.1 Work efficiently;
 - 3.2.2 Take into consideration the resources, materials and time available;
 - 3.2.3 Delegate appropriately and train when necessary;
 - 3.2.4 Get jobs done with the most effective use of resources;
 - 3.2.5 Prioritize tasks effectively and appropriately;
 - 3.2.6 Break projects down into tasks and place them into sequence;
 - 3.2.7 Plan in advance;
 - 3.2.8 Commit to task;
 - 3.2.9 Meet deadlines.
- 3.3 Interpersonal Skills: The degree to which the applicant demonstrates the ability and willingness to:

- 3.3.1 Co-operate with others;
- 3.3.2 Be sensitive to situations and people;
- 3.3.3 Be courteous;
- 3.3.4 Write clearly and accurately;
- 3.3.5 Speak clearly;
- 3.3.6 Motivate others on team;
- 3.3.7 Use a sense of humor;
- 3.3.8 Take all sides of an issue into consideration;
- 3.3.9 Listen actively and give other people opportunity to speak;
- 3.3.10 Treats others as he/she would like to be treated;
- 3.3.11 Provides clear instructions and constructive criticism;
- 3.3.12 Solves conflict.

3.4 Knowledge: The degree to which the applicant demonstrates the ability and willingness to:

- 3.4.1 Use safety, fire and emergency procedures and regulations;
- 3.4.2 Use standard operating procedures;
- 3.4.3 Use the process to arrange work orders and acquire supplies;
- 3.4.4 Use standard housekeeping practices;
- 3.4.5 Use minor maintenance procedures;
- 3.4.6 Use heating systems and plant operation procedures;
- 3.4.7 Prepare work schedules and processes.

3.5 Personal Qualities: The degree to which the applicant demonstrates:

- 3.5.1 Dependability;
- 3.5.2 Pride in work;
- 3.5.3 An understanding of the need to maintain confidentiality;
- 3.5.4 A consistent and even temper.;
- 3.5.5 Ability to receive direction and constructive criticism.

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