



REGINA CATHOLIC SCHOOL DIVISION

THE BOARD OF EDUCATION OF THE REGINA ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 81

Kelley Ehman
Director of Education

Ryan Bast
Board Chair

November 5, 2025

Dr. Martin LeBoldus Catholic High School – Caretaker/ Yardperson

- Eight-hour position: 12:00pm – 8:00pm. The hours of work are subject to change from time to time, and other duties or arrangements that may be assigned by the Manager of Facilities or Designate.
- Effective start date: **November 16, 2025 or as can be arranged**
- Salary in accordance with C.U.P.E. Agreement.

Qualifications

- **Fireman's Certificate is required.**
- Good physical condition is required. A complete functional assessment may be required by the successful candidate to ensure capability to perform the duties as listed. The Board will pay for the assessment.
- Ability to work well with teachers and students.
- Ability and experience to do a thorough job of cleaning and maintaining the school.
- Ability to work without close supervision.
- Ability to perform the duties list on, but not limited to, the Caretaker/Yardperson position description.

Applications will be accepted through the [CUPE External Job Application](#) until 2:00 p.m. Wednesday November 13, 2025.

Position Description

Caretaker/Yardman	Reports to	Custodial Services Supervisor, Caretaker Engineer, Supervisor Operations, School Principal Controller of Plant and Accommodation Services
	Pay Level	Most recent CUPE Local 1125 Agreement
	Employment Term	12 Months
	Revision Date	February 2021

In a Catholic environment that fosters collegiality and supports continuous learning, the Caretaker/Yardman provides services for the proper operation of equipment, yard work, snow clearing, make deliveries and provide a back-up service for caretaking.

Required Duties and Responsibilities:

Without restricting the generality of the above-stated basic function, the Carpenter/Yardman shall perform such duties and responsibilities as may be assigned including but not restricted to the following:

Catholic Distinctiveness	• Ensure Catholicism is event in her/his work both within and outside of the division. • Be knowledgeable and supportive of Regina Catholic Schools' policies and expectations. • Permeate our Catholic faith in his/her area. • Foster Christ-like behavior. • Treat all stakeholders as valued people of God. Is fair and understanding, developing relationships to help move people forward. • When applicable attend and participate in faith-building activities. • Conduct oneself in a Christian manner appropriate to an educational institution. • Complete a yearly Catholic Formation goal in the Performance Management Goal Setting document.
Primary Duties	<u>Building Maintenance</u> • Operate cleaning equipment, repairs, maintenance, servicing, as per legal requirements, Board policy, administrative procedures, directives issued and maintenance requisitions • Do yard maintenance, snow clearing, installation and repairs of all apparatus and fences • Receive and stock supplies, make deliveries, move supplies and equipment between schools, the shop and other destinations • Work safely, in accordance with Occupational Health and Safety Regulations, Board policy, administrative procedures and directives by supervisors and by good trade practice • Maintain a clean and tidy workplace • Assist and support the caretaking staff. This may involve sick relief and other support as required • Assist in emergencies which may involve emergency call-outs; repair and re-secure the buildings_
	<u>Cleaning Responsibilities</u> • Sweep and dry mop floors daily or more often if required • Dust and polish when required • Clean and disinfect washrooms and washroom facilities as required to ensure cleanliness and disinfected • Empty wastebaskets and dispose of garbage daily, replace liners • Scrub, strip and wax floors when required

	• Wash walls, windows, doors and desks as required • Clean chalkboards/whiteboards and ledges • Vacuum carpet on regular basis; shampoo as scheduled or required
	<u>Professional Responsibilities</u> • Be willing to engage in lifelong learning with respect to training, in-service and course of study • Conduct oneself in a manner appropriate to an educational institution that provides services to children • Deal tactfully with staff, students and the public • Practice safe work habits at all times • Be knowledgeable and supportive of applicable Board policies • Other duties as may be assigned that are appropriate to this position

Job Specifications:

In addition to the Duties and Responsibilities, the Caretaker/Yardman is expected to have the following requirements:

Confidentiality	At no time should the employee discuss publicly or release information pertaining to students and employees of the Regina Catholic School Division, or any intrinsic information obtained from the said position. Any breach of confidentiality in this regard is a serious violation of acceptable professional conduct.
Education / Experience Level Required	A minimum Grade 12 education and a valid Fireman's certificate is required. Facilities Technician certificate or equivalent experience in the caretaking area is considered an asset.
Skills Required	<u>The Caretaker/Yardman will have:</u> • Ability to operate tractor safely and efficiently • Ability to work as a team player • Ability to execute written and oral instructions sufficient for the safe, competent use of caretaking supplies, operation of equipment and the execution of school caretaking procedures as outlined in the caretaking manual • Ability to perform basic maintenance functions • An understanding of cleaning procedures and knowledge of cleaning processes, products and equipment • Good written and oral communication skills • Excellent interpersonal and organization skills • Ability to be flexible and adapt to change • Ability to maintain strict confidentiality in school division operations • Ability to demonstrate initiative, be self directed and work independently • A valid driver's license
Physical Demands	H-Heavy Work • Exert up to 100 lbs. of force occasionally • and/or up to 50 lbs. of force frequently • and/or up to 20 lbs. of force constantly to move objects
Independence	The Caretaker/Yardman is expected to work independently with minimum supervision.
Internal / External Contacts	Caretaker/Yardman works collegially with other support staff, teachers and school-based administration on a daily basis in support of the goals of the school. The Caretaker/Yardman receives only occasional general supervision and is solely responsible for the quality of the assigned work. The health and safety of other

	employees and the students of the school are dependent on the quality of the work. The 'first impression' image of organization is dependent upon the quality of the work.
<u>Administrative Application</u> Personnel and Employee Relations - 7201 – Employee Code of Conduct	This Code of Conduct applies to all Regina Catholic School Division employees. It is the duty of the supervisor/principal to ensure the Code of Conduct is reviewed annually with each employee. The Regina Catholic School Division requires all employees to follow their contract, conditions of employment and/or professional organization guidelines as set out by the appropriate governing body.