

Job Posting: Posting Detail**Posting:** C2627-048**Closing Date:** 30-Jun-2026

Position	Location	Assignment Type	Hours	Rate of Pay
Head Custodian	Riverside Centre	Continuing	40.0000	30.6800

Typical Duties/Assignment Description

Starting as soon as possible, this position works afternoon shift and follows a 12 month schedule.

Additional Information/Site Specific Expectations

Performs a variety of custodial duties to ensure the safety, cleanliness and security of school facilities and grounds. Supervises custodial staff and orients new custodians.

Education and Experience/Mandatory Qualifications

- Successful completion of Grade 10 plus a Building Service Worker Certificate from a recognized college/institution and one (1) year experience or equivalent training and experience in an institutional setting plus six (6) months experience in a supervisory capacity.
- Successful completion of a course in Supervisory Skills from a provincial post-secondary institution or as offered by the Board.
- Knowledge of materials, methods and equipment used in custodial work.
- Knowledge of safety procedures related to work performed.
- Sufficient physical strength, health and coordination to perform the duties and responsibilities of the job.
- Demonstrated ability to communicate effectively and harmoniously with staff, students, parents, contractors and visitors.
- Demonstrated ability to work at the level of independence and with the degree of initiative appropriate to the position.
- A valid B.C. driver's license.

Additional Qualifications, Knowledge, Abilities & Skills

Please reference the full job description for specific qualifications and additional position-related information. All current job descriptions can be found on the staff intranet site inside.sd42.ca under the Business Function HUMAN RESOURCES tab at the top of the page.

Job Posting: Posting Detail

Posting: C2627-049

Closing Date: 01-Jul-2026

Position	Location	Assignment Type	Hours	Rate of Pay
Lead Hand Data & Help Desk	District Education Office	Continuing	40.0000	34.7300

Typical Duties/Assignment Description

Starting July 1, 2026. This position follows a 12 month calendar.

Additional Information/Site Specific Expectations

Reporting to the Manager of Information Technology, the Lead Hand Data Analytics & Help Desk Services is responsible for the day-to-day coordination and prioritization of work within the helpdesk and data analysis functions, fulfilling the role of a working lead. The position provides operational guidance and technical support, and supports effective workflow, service delivery, documentation, and communication in alignment with district priorities and established procedures.

Education and Experience/Mandatory Qualifications

- Successful completion of Grade 12 plus completion of a two-year diploma in information technology, computer systems, data science, or a related technical field, combined with the ITIL Foundation Level certification and supervisory skills course work, or an equivalent combination of training (course work) and experience.
- Minimum of 2 years of demonstrated experience performing IT help desk support and data analysis work in a complex enterprise environment, with at least 1 year of demonstrated experience supervising and supporting staff, with an emphasis on communication, coaching, and team support.
- Demonstrated ability to coordinate work activities and provide functional guidance to peers.
- Strong working knowledge of helpdesk systems, operating systems, enterprise software, databases, spreadsheets, and data visualization or reporting tools..
- Well-developed problem-solving, analytical, and troubleshooting skills.
- Excellent oral and written communication skills for documenting work, explaining technical concepts, and collaborating with staff.
- Proven interpersonal skills to support teamwork and constructive working relationships with staff, administrators, and external contacts.
- Ability to work independently with judgment and initiative appropriate to the position.
- Sufficient physical ability to perform job duties, including handling computer equipment as required.
- Valid B.C. Driver's License.

Additional Qualifications, Knowledge, Abilities & Skills

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