



Assistant Supervisor of Custodial Services and Maintenance

The Algoma District School Board invites qualified applicants to apply for the position of Assistant Supervisor of Custodial Services and Maintenance.

Reporting to the Supervisor of Custodial Services and the Supervisor of Maintenance, this position assists in the coordination and supervision of custodial operations and minor maintenance activities of facilities in assigned areas under the direction of the Supervisor.

Summary of Duties

- Assist in the administration and supervision of Plant Department employees as directed by the Supervisors of Custodial Services and Maintenance.
- Instruct and guide staff with expectations of daily and weekly goals.
- Respond to inquiries from schools regarding custodial and minor maintenance concerns and assist in prioritizing work order and coordinating resolution.
- Assists with the development of school cleaning maps.
- Conduct custodial cleaning audits through ongoing inspections of Board facilities.
- Assist with documentation and administrative processes related to modified return-to-work plans, WSIB claims, and employee concerns.
- Assists in the review of work orders, maintenance issues, and employee concerns.
- Reviews vehicle reports, plan vehicle repairs and licensing, and monitor vehicle use.
- Performs playground inspections.
- Addresses health and safety concerns at schools and facilities.
- Participate in a rotational supervisory on-call schedule, including nights and weekends, and work scheduled day and afternoon shifts as required. Occasional overnight travel may be required.

Qualifications

- Post-secondary diploma in a related field or equivalent relevant experience.
- Two years of experience in a related field.
- Supervisor experience in custodial and maintenance functions.
- Experience supervising in a large, unionized environment.
- It will be considered an asset if candidates have obtained certifications or participated in workshops focusing on supervision of staff.
- It will be considered an asset if candidates have obtained a certification as a Playground Inspector.
- Proficient in applicable computer applications (i.e. Microsoft Office and work order system).

The successful candidate will be required to provide a clear Police Record Check prior to being offered employment.

Salary Range

\$72,963 to \$91,295

Location and Hours of Work

Algoma District School Board, Plant Department – Sault Ste. Marie
Monday to Friday – 35 hours per week

Please forward an electronic resume and three (3) work-related references by 4:00PM, May 14, 2026 to:

Joe Severini
Manager of Plant
severij@adsb.on.ca

Nic Turco
Acting Assistant Superintendent of Human Resources
turcon@adsb.on.ca

Algoma District School Board
644 Albert Street East
Sault Ste. Marie, ON P6A 2K7

Only those applicants short-listed will be contacted.

A shortlisting of applicants for consideration will be completed employing the Algoma District School Board [Hiring Policy](#). Should there be a need for interviews, only shortlisted candidates will be contacted. Accommodations through the recruitment and selection process are available upon request. The successful candidate, as a condition of employment, will be required to provide a current vulnerable sector check, which is acceptable to the Board.

The Algoma District School Board is committed to an equitable education system that upholds and reflects the principles of fair and inclusive education. Additional information about specific programs, and the Vision, Mission, Values and Priorities of the Algoma District School Board can be found at www.adsb.on.ca.

Lucia Reece
Director of Education

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Elaine Johnston
Chair