

**Job Description****Assistant Supervisor, Building Services Days**

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| <b>Requisition No:</b>     | 00630             |
| <b>Posting Start Date:</b> | 11-17-2025        |
| <b>Posting End Date:</b>   | 12-01-2025        |
| <b>Region:</b>             | Winnipeg          |
| <b>Full Time:</b>          | Yes               |
| <b>Permanent:</b>          | Yes               |
| <b>Location:</b>           | Notre Dame Campus |
| <b>Expected Hires:</b>     | 1                 |

## RRC Polytech Header

RRC Polytech is committed to accessible employment and to ensuring that our hiring processes are barrier free. If you require information in an alternate format, or if you require an accommodation to participate in the hiring process, please contact [humanresources@rrc.ca](mailto:humanresources@rrc.ca).

**Assistant Supervisor, Building Services Days****Building Services, Facility Management**

**POSITION TYPE:** Full-Time Position Available

**SALARY:** \$43,867 - \$61,838 per annum

**POSITION LOCATION:** Notre Dame Campus (Winnipeg, MB)

At RRC Polytech we aspire to have a workforce that is representative of the diversity within our communities. For this hiring process, a preference hiring practice will be applied. First consideration will be given to applicants who self-identify within their application as one or more of the following equity-deserving group(s): Women, Indigenous Peoples, Persons with Disabilities, Racialized Persons, Persons of the 2SLGBTQIA+ Community. First consideration will also be given to internal applicants. For more information about our hiring practices, please visit: [www.rrc.ca/hr/work/hiring-process/](http://www.rrc.ca/hr/work/hiring-process/).

Career support is available to both internal and external candidates who self-identify as Indigenous (First Nations, Métis, or Inuit) interested in joining our team. For application guidance, interview tips, or to stay connected about future opportunities, contact our Indigenous Recruitment Consultant at [Indigenoustalent@rrc.ca](mailto:Indigenoustalent@rrc.ca).

**ELIGIBILITY LIST:** This competition may be used to establish a 6 month eligibility list of qualified candidates for future vacancies.

**DUTIES**

Reporting to the Building Services Supervisor Days, the Building Services Assistant Supervisor, Days will work alongside the day crew Building Services workers and is responsible for the provision of janitorial services for all buildings at RRC Polytechnic's Notre Dame Campus (NDC). Primary responsibilities include janitorial cleaning, moving furniture and equipment and setting up examination rooms/classrooms. The incumbent will assist in the control and distribution of cleaning supplies and training on equipment, help complete cleaning tasks such as operating machinery, stripping and waxing floors as well as carpet maintenance. The Assistant Supervisor will act as the Supervisor or Night Supervisor in their absences. This is a day shift position and will operate from 7:30 AM to 4:00 PM Monday to Friday.

**REQUIRED QUALIFICATIONS**

- High school diploma or equivalency
- Several years of janitorial experience in a commercial setting (hospitals, schools or large offices)
- Experience in a leadership role in a custodial services setting
- Experience in the use of auto-scrubbers, water extractors, vacuums, burnishers and polishers
- Effective written and oral communication skills
- Experience in interpreting written procedures
- Effective interpersonal skills
- Ability to work independently with minimal supervision in a team environment
- Demonstrated knowledge and skills in Outlook and Internet
- Demonstrated initiative in carrying out job duties
- Knowledge of WHMIS and Safe Work practices

- Excellent time management skills
- Strong conflict resolution skills
- Experience building a respectful workplace culture that promotes diversity, learning and continuous improvement

**ASSET QUALIFICATIONS**

- Experience waxing and stripping floors
- Experience shampooing carpets
- Experience with setup and tear down of events
- Demonstrated knowledge and skills in Microsoft Office (Word, Excel)
- Demonstrated knowledge in work order systems

**CONDITIONS OF EMPLOYMENT**

- Applicants must be legally entitled to work in Canada
- This position may be required to work evenings and/or weekends
- This position is subject to audiometric assessments
- This position may be required to work overtime
- Incumbent must provide a current and satisfactory Criminal Records Check
- This position may be required to travel
- This position required physical stamina and the ability to lift up to 50 lbs.

Please note that applicants internal to Red River College Polytechnic must apply through My Portal on HRIS Unlimited.

"RRC Polytech campuses are located on the lands of the Anishinaabeg, Ininiwak, Anishininwak, Dakota Oyate, and Denésuline, and the National Homeland of the Red River Métis.

We recognize and honour Treaty 3 Territory Shoal Lake 40 First Nation, the source of Winnipeg's clean drinking water. In addition, we acknowledge Treaty Territories which provide us with access to electricity we use in both our personal and professional lives."

 RRC Polytech Footer