



INVITES APPLICATIONS FOR THE FOLLOWING POSITION

Position:	Maintenance Helper
Location:	Leaf Rapids Education Centre
Start Date:	As soon as possible
Hours/Days/Months:	8 hours/day, 5 days/week
Term of Employment:	Term to June 28, 2019
Salary:	\$18.28/hour
Unionized/Non-Unionized:	Unionized
Application Deadline:	Friday, November 9, 2018

QUALIFICATIONS

- Education acceptable to the Division
- Valid Manitoba driver's license
- One year maintenance experience
- Working knowledge of the duties of maintenance trades
- Knowledge of materials, application techniques and the tools required to complete maintenance tasks
- Knowledge of Workplace Safety and Health regulations and WHMIS
- Strong interpersonal, verbal and written communication skills
- Ability to operate simple machines and to use trade tools in a safe and effective manner
- Excellent planning and organizational skills
- Ability to work independently and as part of a team

DUTIES AND RESPONSIBILITIES

- Performs routine maintenance and repairs to facilities, equipment and fixtures.
- Assists trades persons as appropriate to skill and/or experience level and as allowable under applicable legislation and Division policy.
- Performs other related duties as assigned.

Applications must include a cover letter, current resume and a list of three professional references including contact numbers. Consent to contact references is also required.

All applicants are thanked for their interest; however, only applicants selected for an interview will be contacted. By applying, you are consenting that the Division may contact your references. The successful candidate will be required to submit a clear Criminal Record Check (including Vulnerable Sector Search) and Child Abuse Registry Check, at their own expense, as a condition of employment. Further information is available at www.frontiersd.mb.ca

Forward application package to:
Mr. Daniel Currie, Principal
Leaf Rapids Education Centre
Box 670, Leaf Rapids, MB R0B 1W0
Fax: (204) 473-8632
Email: Daniel.Currie@fsdnet.ca

