



INVITES APPLICATIONS FOR THE FOLLOWING POSITION

Position:	Custodian (.50 FTE)/Maintenance Person (.50 FTE)
Location:	Cold Lake School
Start Date:	As soon as possible
Hours/Days/Months:	8 Hours/Day, 5 Days/Week, 12 Months/Year
Term of Employment:	Permanent
Salary:	\$17.46/hour for Custodian position \$23.56/hour for Maintenance Person position
Unionized/Non-Unionized:	Unionized
Application Deadline:	Tuesday, January 15, 2019

Reporting to the Principal and the Area Maintenance Supervisor the Custodian/Maintenance Person is responsible for cleaning and maintaining the school/grounds and performing general building maintenance.

QUALIFICATIONS

- Grade 12
- Valid Manitoba Drivers' License
- One year related experience
- Working knowledge of general maintenance standards and practices in the areas of plumbing, carpentry, painting and grounds keeping
- Knowledge of materials, application techniques and the tools required to complete maintenance tasks
- Knowledge of safe practices and procedures required at the worksite
- Knowledge of WHMIS, First Aid and Workplace Safety and Health regulations (i.e. confined entry)
- Excellent planning and organizational skills
- Excellent communication, interpersonal and collaboration skills
- Ability to establish and maintain effective working relationships
- Ability to work independently as well as a member of a team
- Physically able to perform assigned duties (Lifting up to 30 kg)

DUTIES AND RESPONSIBILITIES

- Monitors main water shut off, alarm system, heating system, main electrical and control panels and operates same to maintain continual operation and protect school from emergency damage
- Performs required work on construction, renovations, repairs and general building maintenance
- Constructs, paints, decorates, finishes surfaces and refinishes cabinetry and furnishings
- Vacuums, dusts, sweeps, mops, washes and waxes classrooms, laboratories, rooms, offices, washrooms, corridors, cafeterias, staff rooms, storage rooms, etc.
- Washes and/or waxes woodwork, walls, fixtures, windows, doors, desks, chairs, shelving, and other furniture, etc.
- Maintains cleanliness of washrooms by cleaning toilet facilities, sinks, mirrors, fixtures and restocking towels, tissues, soap and other items
- Removes snow from entrances, sidewalks and driveways
- Waters and mows lawns, playing fields, green areas and ensures there is no garbage in school yard
- Collects and disposes of refuse/garbage inside and outside of the school
- Cleans microwaves, water fountains and coolers and keeps them supplied with water
- Moves furniture, equipment and supplies
- Loads and unloads trucks
- Maintains Workplace Safety and Health materials (i.e. MSDS sheets)
- 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. James Hibbs, Principal
Cold Lake School
Sherridon, MB R0B 1L0
Fax: (204) 468-2039
Email: James.Hibbs@fsdnet.ca

