



## **Position Posting**

**Position Title:** Maintenance Supervisor  
**Competition Number:**07012021

Our focus at Brookes is to work in a respectful, professional and collaborative manner, seeking solutions to problems, building community and nurturing the talents and skills of all staff. Brookes has a small community of staff that support one another.

We are currently looking to fill our Maintenance Supervisory position; given our small school this position entails a mix of supervisory duties and day to day hands on maintenance.

\*This position is best suited for someone who is looking to work in a small environment and/or experience working in a seniors home, or other small employer. Experience working at a school is an asset, but not required.

### **What we offer:**

- Flexible schedule
- Extended Health and Dental Plan
- RRSP Plan
- Meal Plan
- Growth potential within the company
- Salary: \$52,000-\$55,000 based on experience and knowledge

### **Summary:**

The Maintenance Supervisor is responsible for the everyday maintenance of the school campus that includes cleaning and general repairs required around campus. This person will lead the maintenance assistant, and any contractors in the operation and maintenance of the facilities and building systems and components. The Maintenance Supervisor is also the go-to person for weekend and evening emergency maintenance situations.

### **The duties and responsibilities in this role may include, but are not limited to,**

- Duties will include, but are not limited to, routine maintenance of all areas of the school campus, routines for the cleanliness of all dorm areas, classrooms and offices
- Support to student programs; maintaining the fleet of vehicles; ensuring safety compliance and committee work.

- Lead and support the maintenance assistant assign, schedule and oversee work done on a daily basis
- Receive, prioritize and organize to completion the daily work requests from campus staff, and address or respond to all work orders
- Continuously maintain cleanliness and appearances of campus ie: garbage bins and recycle bins, courtyard clean up, keep hallways, electrical, mechanical rooms and under stairs clear of discarded boxes, desks, chairs etc.
- Clear and maintain all parking lot, bridge and walkways around campus.
- Routinely monitor campus systems: heating, lighting, drainage, general operations
- Gain an understanding of all systems on campus including but not limited to domestic water shut off both isolated and mains, sprinkler shut off both isolated and mains, HVAC heating including CO2 sensors and recirc locations, and alarm panels. Identify and understand electrical rooms, areas associated with breaker panels
- Be available for assisting with assembly or special events.
- Allocate keys and maintain an organized log of issued keys for all staff on campus.
- Maintain all supplies, PPE and necessary equipment for COVID Protocols

**The ideal candidate has the following skills and attributes:**

- Minimum 3+ years recent, related experience as a maintenance technician/tradesperson other related experience
- Valid, and in good standing, Class 5 Driver's license, Class 4 an asset
- Good working knowledge of building and fire regulations, and Workplace Health & Safety Ability to read and interpret building plans and specifications
- Must be familiar with cleaning products and systems
- Flexible and adaptable to changing deadlines and priorities
- Able to communicate clearly, effectively and respectfully, both written and verbally, with individuals at all levels Intermediate level skill in Microsoft Office, including Excel, Word, and email
- Legally entitled to work in Canada, Must live locally.

**Other desirable assets:** First Aid certification; WHMIS certification. Trades tickets

**Criminal Records Review Check:** The Ministry of Public Safety and Emergency Services requires that all employees in a school environment agree to a criminal record check.

Please provide a cover letter and resume to <https://brookeseducationgroup.easyapply.co>

We thank all applicants for their interest in this position, however only those applicants that are shortlisted will be contacted.