

# Assistant Director of Facilities & Maintenance

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| <b>BULLETIN NUMBER</b> | <b>183/E/23</b>  | <b>DATE POSTED:</b> | <b>May 26, 2023</b> |
| <b>SCHOOL</b>          | <b>LOUIS RIEL SCHOOL DIVISION BOARD OFFICE</b>         |                     |                     |
| <b>COMMENCING:</b>     | As soon as can be arranged                             |                     |                     |
| <b>COMPENSATION:</b>   | Salary commensurate with qualifications and experience |                     |                     |
| <b>HOURS:</b>          | 35 hours per week; permanent non-union position        |                     |                     |

## POSITION DESCRIPTION:

Under the direction of the Director of Facilities, Maintenance and Transportation, the Assistant Director of Facilities and Maintenance is responsible for overseeing the operations and maintenance of school facilities and supervision and management of all the trade shops. They will assist with capital budget preparation and execution for upcoming fiscal year, supervision of facilities staff and contracted services to maintain all division buildings and grounds in a safe and efficient condition within the administrative guidelines and regulations of the Louis Riel School Division.

## REQUIRED AND PREFERRED QUALIFICATIONS:

- Bachelor's degree with major in Engineering (EIT acceptable), Certified Engineering Technologist (CET) or 3rd Class Power Engineer's Certificate (from the Province of Manitoba) or a combination of education and experience in business, engineering, trades (power engineering, electrical, HVAC, plumbing, etc) is required.
- Five years of recent experience in project planning and management, operation and maintenance of building systems and equipment is required.
- Ten years of experience in managing, supervising, training, and coaching staff performance and growth is required
- In-depth understanding of construction procedures and material and project management principles
- Must have the ability to read drawings, blue prints, specifications, manufacturer's literature, etc. and to be able to order materials and instruct staff with sketches and notes.
- Must be physically fit and able to go to any part of the school building including roofs and crawlspace.
- Must possess knowledge of acts and legislation as it relates to the maintenance department
- Proven experience in strategic planning and risk management
- Strong leadership, supervisory and organizational abilities
- Ability to manage multiple demands combined with good problem-solving skills
- Excellent judgment and analytical skills with the ability to interpret situations accurately and act accordingly
- Excellent public relations, interpersonal, communication and organizational skills
- Excellent team player combined with an ability to work independently
- Excellent verbal and written communication skills in both official languages (English and French) would be an asset

## APPLICATION PROCEDURE:

The Louis Riel School Division is committed to employment equity and accessibility. We encourage applications from members of equity-seeking groups with diverse abilities, backgrounds, cultures, identities.

- Apply by using the LRSD online submission process at [www.lrsd.net](http://www.lrsd.net)
- Include in your resume and cover letter your strengths and abilities in relation to the preferred qualifications listed above
- Identify the names and contact information of three references
- Address cover letter and resume to Michelle Jean-Paul, Assistant Superintendent
- Quote the Bulletin Number on the application; a separate application is required for each job bulletin
- Upload your resume and cover letter as one document
- Offer of employment with the Louis Riel School Division is subject to the results of a Criminal Record Check (including Vulnerable Sector Search), clear report from the Child Abuse Registry, and completion of Respect In School certification

We thank all applicants for their interest. Only those selected for further consideration will be contacted.

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| <b>APPLICATION DEADLINE:</b> | <b>4:00 p.m., Thursday, June 8, 2023</b> |
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