

Manager of Maintenance

BULLETIN NUMBER	185/E/23	DATE POSTED:	May 26, 2023
SCHOOL	LOUIS RIEL SCHOOL DIVISION BOARD OFFICE		
COMMENCING:	As soon as can be arranged		
COMPENSATION:	Salary commensurate with qualifications and experience		
HOURS:	35 hours per week; permanent non-union position		

POSITION DESCRIPTION:

Under the direction of the Director of Facilities, Maintenance and Transportation, the Maintenance Manager is responsible for leading and providing direction to maintenance trade staff and overseeing the maintenance of all school building and assist with 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 of Science in building science, electrical engineering and/or Journeymen's certificate in the electrical trade and an electrical contractor's license or Journeyman carpentry Red Seal certificate is required.
- Building construction certificate would be an asset.
- A valid Manitoba Driver's License and access to a reliable vehicle is required.
- Five years' experience in general building maintenance and renovation projects is required.
- Five years supervisory experience, managing, training, and coaching staff performance and growth is required
- Ten years work experience at a Journeyman status is required
- Must have the ability to read drawings, blueprints, specifications, manufacturer's literature, etc. and to be able to order materials and instruct staff with sketches and notes.
- Ability to train employees, monitor performance, provide feedback and develop work strategies where required
- Computer skills including word processing, spreadsheet, databases, email, and internet (Microsoft Office products preferred)
- Ability to resolve complaints and concerns, attend emergency call outs and provide assistance in a helpful and courteous manner
- Strong leadership, supervisory and organizational abilities
- Must have a sound knowledge of management techniques and disciplines in the administration of people, finances and technical matters including the coordination of maintenance work.
- Must have the ability and understanding of the operation of shop tools and equipment.
- Must be physically fit and able to go to any part of the school building including roofs and crawlspace.
- Excellent judgment, problem-solving 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
- 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.

APPLICATION DEADLINE:	4:00 p.m., Thursday, June 8, 2023
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