

# EMPLOYMENT OPPORTUNITY

**TITLE:** Maintenance Assistant  
**STATUS:** Permanent Full-time, Afternoon shift  
**REPORTS TO:** Maintenance Manager  
**DATE:** May 30, 2018

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## **ROLE OVERVIEW:**

The Maintenance Assistant is responsible for repairing and maintaining the interior and exterior of the School and its surrounding grounds. This position will work the afternoon shift from 3:00pm to 11:00pm, Monday through Friday.

## **RESPONSIBILITIES AND PERFORMANCE REQUIREMENTS:**

- Inspect items to determine the requirement for repair.
- Repair or replace defective or worn out parts and components using hand, power or specially designed tools.
- Test and adjust repaired products for proper functioning.
- Perform routine maintenance jobs such as painting, plumbing, electrical, plastering, landscaping, etc.
- Clean snow and ice from walkways and parking areas.
- Make adjustments and minor repairs to heating, cooling, ventilating, plumbing and electrical systems, and contact tradespersons for major repairs.
- Observe policies, procedures, practices and current legislation.
- Collaborate and co-operate with other members of the faculty/staff.
- Perform other related and/or delegated duties as assigned.

## **KNOWLEDGE, SKILLS AND ATTRIBUTES**

- Demonstrated problem solving skills.
- Must be able to meet the physical demands of the position, including: heavy lifting, bending, crouching, kneeling and standing for extended periods of time.
- Ability to work independently, as well as part of the Maintenance Team.
- Ability to use a two-way communication system.
- Ability to take instruction.

## **EDUCATION AND EXPERIENCE**

- Completion of secondary school education.
- Previous experience in a related field: plumbing, electrical, mechanical systems, construction, etc.
- Must possess a valid class G driver's license.
- 2-3 years' experience in a similar role is required.
- Experience in the not-for-profit sector would be considered an asset.

Interested candidates should submit a resume and cover letter by June 6, 2018 to:

Cheryl Cowley  
Food Services & Housekeeping Manager  
[cowley.cheryl@trafalgarcastle.ca](mailto:cowley.cheryl@trafalgarcastle.ca)