



Founded in 1874, **Trafalgar Castle School** is one of Canada's oldest independent schools and the second oldest independent girls' school in Ontario. Our castle is a place like no other – a welcoming and vibrant community that ignites curiosity in each and every student.

Located just east of Toronto in Whitby, Ontario, the school is minutes from the 401, Whitby Go Station, and local transit. With a current enrolment of 230 day and boarding students from Grades 4 to 12, our community offers a vibrant and diverse atmosphere.

We are currently seeking to fill the full-time role of:

### **Maintenance Assistant**

The Maintenance Assistant is responsible for repairing and maintaining the interior and exterior of the School and its surrounding grounds. The successful candidate will need to have flexibility to work day or afternoon shifts.

#### **Responsibilities include but are not limited to:**

- 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.

#### **Qualifications and Skills**

- 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.

- Ability to work day or afternoon shifts.
- 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.
- Experience in the not-for-profit sector would be considered an asset.

Interested candidates should submit a cover letter and resume as soon as possible to:

Peggy Watt, Human Resources Manager  
**Trafalgar Castle School**  
401 Reynolds Street, Whitby, ON L1N 3W9  
Email: [careers@trafalgarcastle.ca](mailto:careers@trafalgarcastle.ca)

**Trafalgar Castle School** thanks all interested candidates, however, only those selected for an interview will be contacted. Trafalgar Castle School is committed to providing accommodations for persons with disabilities. If you require accommodation at any stage during the recruitment process, please contact Human Resources so that we may work with you to meet your needs. As a condition of employment, successful candidates will be required to submit a current original Vulnerable Sector Screening from the police jurisdiction in which they reside prior to commencing employment.

For further information, please visit us online at: [www.trafalgarcastle.ca](http://www.trafalgarcastle.ca).