



Trafalgar Castle
School

Trafalgar Castle School is an all-girls day and boarding school situated in Whitby, Ontario. We've been around a long time (est. 1874) and may be small in size but we're big in heart and even bigger when it comes to bold ideas.

We are currently seeking to fill the role of:

Maintenance Manager

The title might be standard but the challenge isn't. This is an incredible opportunity to plan, organize and direct the maintenance activities in a Castle on a 22 acre school property that includes classrooms, offices, two boarding residences, a design and technology lab, chapel, large gymnasium, fitness centre, indoor swimming pool, tennis and basketball courts and a large field for various sporting activities.

We believe in investing in and supporting our staff, and hope to find that special someone who is interested in historic buildings, is eager to learn and is open to making a career at our beautiful Castle.

You'll report to the Chief Financial Officer and be an important member of our management team.

QUALIFICATIONS

You have:

- A post-secondary degree/diploma in business administration or a discipline related to facility operations and maintenance, or an equivalent combination of technical training and experience
- At least five years of relevant experience, including at least one year of supervisory experience
- Demonstrated knowledge and understanding of electrical, mechanical, HVAC and other systems found in commercial buildings and residential complexes
- Knowledge of principles and best practices for facility security, particularly as applicable to a boarding school environment
- Familiarity with legislation, regulations and best practices pertaining to system and worker health and safety
- Ability to assess, plan and coordinate facility preparation and set-up for special events and activities
- Ability to troubleshoot problems and determine appropriate way to resolve

- Ability to interact with all members of staff and students in a professional manner to respond to special requests or emergency situations
- Ability to provide recommendations and advice to management regarding the optimal management and use of facilities and systems, and the cost-benefit of preventative maintenance
- Familiarity with MS Office and the Google apps suite
- A belief in nurturing and mentoring anyone who reports to you – that’s part of who we are as an organization
- A passion for learning and a thirst for feedback – there’s sure to be lots of both.
- Respect for everyone in the workplace. We believe no job is beneath any of us and that everyone deserves patience, kindness and a morning smile
- A sense of humour is imperative – you’ll know why when you get here

RESPONSIBILITIES AND PERFORMANCE REQUIREMENTS:

- Oversee the maintenance and repair of machinery, equipment, vehicles, electrical and mechanical systems
- Responsible for ensuring the maintenance and security of school facilities, including the upkeep of the pool and fitness centre
- Develop and implement schedules and procedures for preventative maintenance and safety inspections
- Coordinate snow removal and landscaping operations
- Oversee all set-up functions for the school, e.g. for special functions and events
- Responsible for planning, recommending and managing the maintenance operating budget and capital budget
- Responsible for recommending and managing outside contractors for specific maintenance/repair contracts, including participating in contract negotiations
- Provide supervision and training to facilities maintenance staff

Job Benefits

- Working in a Castle! You’ll see when you get here, it’s a beautiful place to be
- Competitive salary and a comprehensive benefits package
- RRSP program
- Excellent professional development opportunities

Interested candidates should submit a resume and cover letter by December 3, 2019 to:

Peggy Watt, Human Resources Manager

Trafalgar Castle School

401 Reynolds Street, Whitby, ON L1N 3W9

Email: 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.