



INVITES APPLICATIONS FOR THE FOLLOWING POSITION

Position:	Custodian (.50 FTE)/Maintenance Person (.50 FTE)
Location:	Cold Lake School
Start Date:	As soon as possible
Hours/Days/Months:	8 Hours/Day, 5 Days/Week, 12 Months/Year
Term of Employment:	Permanent
Salary:	\$20.94/hour for Custodian position \$28.24/hour for Maintenance Person position
Unionized/Non-Unionized:	Unionized
Application Deadline:	Open Until Filled

Reporting to the Principal and the Area Maintenance Supervisor the Custodian/Maintenance Person is responsible for cleaning and maintaining the school/grounds and performing general building maintenance.

QUALIFICATIONS

- Grade 12
- Valid Manitoba Drivers' License
- One year related experience
- Working knowledge of general maintenance standards and practices in the areas of plumbing, carpentry, painting and grounds keeping
- Knowledge of materials, application techniques and the tools required to complete maintenance tasks
- Knowledge of safe practices and procedures required at the worksite
- Knowledge of WHMIS, First Aid and Workplace Safety and Health regulations (i.e. confined entry)
- Excellent planning and organizational skills
- Excellent communication, interpersonal and collaboration skills
- Ability to establish and maintain effective working relationships
- Ability to work independently as well as a member of a team
- Physically able to perform assigned duties (Lifting up to 30 kg)

DUTIES AND RESPONSIBILITIES

- Monitors main water shut off, alarm system, heating system, main electrical and control panels and operates same to maintain continual operation and protect school from emergency damage
- Performs required work on construction, renovations, repairs and general building maintenance
- Constructs, paints, decorates, finishes surfaces and refinishes cabinetry and furnishings
- Vacuums, dusts, sweeps, mops, washes and waxes classrooms, laboratories, rooms, offices, washrooms, corridors, cafeterias, staff rooms, storage rooms, etc.
- Washes and/or waxes woodwork, walls, fixtures, windows, doors, desks, chairs, shelving, and other furniture, etc.
- Maintains cleanliness of washrooms by cleaning toilet facilities, sinks, mirrors, fixtures and restocking towels, tissues, soap and other items
- Removes snow from entrances, sidewalks and driveways
- Waters and mows lawns, playing fields, green areas and ensures there is no garbage in school yard
- Collects and disposes of refuse/garbage inside and outside of the school
- Cleans microwaves, water fountains and coolers and keeps them supplied with water
- Moves furniture, equipment and supplies
- Loads and unloads trucks
- Maintains Workplace Safety and Health materials (i.e. MSDS sheets)
- Performs other related duties as assigned.

Thank you for your interest; however, only applicants selected for an interview will be contacted.

By applying, you consent to the Division contacting your references. As a condition of employment, the successful candidate will be required to submit a clear Criminal Record Check (including Vulnerable Sector Check) and Child Abuse Registry Check, at their own expense. Further information is available at www.fsdnet.ca

Reasonable accommodations are available for persons with disabilities on request.

Forward application package to:
Gordon Munro, Principal
Cold Lake School
63 Portage Road, Sherridon, MB R0B 1L0
Fax: (204) 468-2039
Email: Gordon.Munro@fsdnet.ca
Posting Date: May 12, 2025

