



EMPLOYMENT OPPORTUNITY
Education Facility Asset Coordinator
Job Reference Number: 2021-EDU-I/E-CONTRACT-010
Internal/External Posting
Contract Position: 1 Year (with possible extension)

Posting Date: September 16, 2021

Closing Date: September 30, 2021@ **12noon**

Summary of Duties:

Under the supervision of the Capital Director and with communication with the facility supervisors, the Education Facility Asset Coordinator will be responsible for overall site and facility maintenance of both the BN's Elementary School and Children and Family Learning Center facilities.

Qualifications:

The ideal candidate will meet or exceed the following qualifications. This list will be used to develop a screening tool. It is the responsibility of the candidate to communicate his/her expertise and experience in these areas:

- Minimum grade 12 Diploma
- Experience working in an asset management role
- Certification related to operation of equipment used is an asset
- Experience supervising
- Class B license or willingness to obtain

Duties/Responsibilities

- Daily/weekly/monthly/semi-annually/annually compliance checks of building/site systems as required
- Scheduling/recommending of janitorial practises
- Minor repairs to building and assets
- Ground maintenance and upkeep of all areas including playground
- Disposal of garbage/waste related to building operations and land-based activities
- Assisting in lifting/moving furniture and equipment to and from and within buildings
- Scheduling/advising of servicing of fleet (skidoos, atv, boat, lawnmower)
- Maintaining proper storage and inventory of equipment/machinery at various scheduled times
- Participation in BN's Occupational Health and Safety Committee
- Communicate issues that need to be resolved with outside service people/trades people and schedule services as needed
- Winter maintenance of sidewalks and steps
- Towing trailers/equipment to other sites
- Monitoring of building management (computer/alarm-based systems and be on call when required)
- Scheduling of booking of site facilities
- Setting up land-based equipment when off-site
- Any other duty as deemed by BN

Physical Requirements/Environmental Conditions:

- Requires prolonged sitting or standing
- Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials
- Requires stooping, kneeling, crawling, bending, turning, and reaching
- Requires climbing and balancing
- Must work indoors and outdoors year-round
- Must work in noisy and crowded environments
- Must work in and around dust, fumes, and odors
- Must be able to work in high places

Selected applicants will be requested to complete a vulnerable sector check.
Incomplete applications **WILL NOT** be considered & WILL automatically be screened out.
Please forward a cover letter, resume and three professional references by email to

recruitment@picriver.com

-or-

Joni Michano – Human Resources / Payroll Coordinator

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