



INVITES APPLICATIONS FOR THE FOLLOWING POSITION

Position:	Maintenance Helper (.50 FTE)
Location:	Leaf Rapids Education Centre
Start Date:	As soon as possible
Hours/Days/Months:	4 hours/day, 5 days/week, 12 months/year
Term of Employment:	Permanent
Salary:	\$20.14/hour for Maintenance Helper position
Unionized/Non-Unionized:	Unionized
Application Deadline:	Open Until Filled

QUALIFICATIONS

- Grade 12
- Valid Manitoba Drivers' License
- One-year related experience
- Knowledge of power tool safety, WHMIS and First Aid
- Ability to work independently as well as a member of a team
- Physically able to perform assigned duties (Lifting up to 30 kg)
- Knowledge of materials, application techniques and the tools required to complete maintenance tasks
- Strong interpersonal, verbal and written communication skills

DUTIES AND RESPONSIBILITIES

- Performs routine maintenance and repairs to facilities, equipment and fixtures.
- Assists trades persons as appropriate to skill and/or experience level and as allowable under applicable legislation and Division policy.
- Vacuums, dusts, sweeps, mops, washes and waxes classrooms, laboratories, offices, washrooms, corridors, cafeterias, staff rooms, storage rooms, etc.
- Washes and/or waxes woodwork, walls, fixtures, windows, desks, chairs, shelving, and other furniture
- Maintains cleanliness of washrooms
- Collects and disposes of refuse/garbage.
- Cleans microwaves, water fountains and coolers and keeps them supplied with water where applicable.
- Waters and mows lawns, playing fields and green areas.
- Requisitions, receives and maintains cleaning and maintenance supplies.
- Ensures school is secure upon leaving.
- Maintains Workplace Safety and Health materials (i.e. MSDS sheets) and maintenance safety logs.
- Performs other related duties as assigned.

Applications must include a cover letter, current resume and a list of three professional references including contact numbers. Consent to contact references is also required.

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:
Ms. Marrietta Anterola, Principal
Leaf Rapids Education Centre
Box 670, Leaf Rapids, MB R0B 1W0
Fax: (204) 473-8632
Email: Marrietta.Anterola@fsdnet.ca

