



Internal / External Job Posting

1.0 FTE Assistant Plant and Field Services Manager

Location: Catholic Education Centre

Competition # 2018-19-34

Assistant Plant and Field Services Manager Catholic Education Centre, Terrace Bay

Reporting to the Operation Services Manager, the Assistant Operation Services Manager is responsible to assist in the planning, scheduling, coordination and execution of maintenance, repair work and caretaking operations within an assigned group of schools including HVAC, building structures, regulated substances, plumbing/drainage, grounds, electrical, health and safety, and fire safety in accordance with Board policies and procedures, relevant regulations and building codes, and industry best practices.

Position Qualifications:

- College diploma in a related field or equivalent work experience
- Minimum 3 years working experience
- Understanding in Asset Management and Project Management
- Knowledge of Contract Administration and Contractor Management
- Strong understanding of the Ontario Building Code and Related Legislation
- Ability to work with CMMS- Computerized Maintenance Management Software, Microsoft Word, Excel, Project and Vision
- Clear understanding of Trade and General Labour Management Skills
- Experience in a Unionized environment will be an asset
- Basic skills and safety knowledge in the areas of electrical, plumbing, heating, ventilation, air conditioning (HVAC), landscaping, and other trades skills
- Procurement and supervision of services for equipment and material replacement
- Preventive maintenance planning experience would be an asset
- Planning, scheduling, organizing, communicating and time management skills
- Strong knowledge of Technology & Google Apps for Education; Documents, Drive, Sheets, Hangout, Slides

Conditions of Employment :

- Willing to travel to all our school communities
- Must undergo a successful police records check with vulnerable sector screening
- Attend Professional Development training as per Board requirement
- Successful completion of all safety training courses

Required Documents:

- Cover letter and resume which clearly outlines your qualifications, skills and experiences related to the position
- Current pastoral reference
- A minimum of three (3) references including email addresses must be included in order for your package to be considered complete. Reference Check Consent Form can be found on our website.

Please submit your application package indicating competition number to careers@snedsb.on.ca by **November 22, 2018, at 4:00 pm**

Superior North Catholic District School Board is committed to employment equity and encourages applications from women, visible minorities, Aboriginal peoples and persons with disabilities. Accommodations are available on request for candidates taking part in all aspects of the hiring process in accordance with the Accessibility for Ontarians with Disabilities Act (AODA)

Hugh McCorry
Board Chair

Maria Vasanelli
Interim Director of Education