



## THE SEVEN OAKS SCHOOL DIVISION invites applications for

### **Evening Coordinator of Maintenance & Custodial Services**

The Evening Coordinator of Maintenance and Custodial Services reports to the Director of Operations and will be responsible for evening supervision of maintenance and custodial personnel. This position demands a highly organized individual who is a self-starter, is able to work independently, who possesses confidence, effective communication skills and has the ability to interact with people.

Other duties of this position include the scheduling and planning of custodial workloads, assessing the ongoing performance of custodial services and the responsibility for the day-to-day maintenance requirements of the Division. Supervising projects and liaising with sub trades and contractors will be required. The successful applicant will participate in the hiring and performance evaluations of staff. Preference will be given to those with experience supervising staff in a union environment.

The successful applicant will work afternoon/evening shifts and on call rotation. Must be able to function in a cooperative team environment.

Applicants should possess a minimum grade 12 education and hold a current Fifth Class Power Engineer Certificate or Journeyman's papers in a related trade. ODS Environment Certification, experience with energy management systems and computer skills would be considered an asset. An acceptable combination of education and related experience may also be considered.

Salary range \$65,659.62 - \$76,936.86 with a comprehensive benefits package.

#### **To Apply:**

**Applications are accepted online. Click [HERE](#) to apply.**

Please attach your resume, cover letter and three (3) references

**APPLICATION DEADLINE: Friday, November 17, 2023 at 4:00 p.m.**

*The Division will be pleased to accept all applications, however,  
only those candidates selected for an interview will be contacted by e-mail.*

*Employment is conditional upon successful clearance through Child Abuse Registry and  
Criminal Records (Vulnerable Sector) Checks. Respect in Schools certification is also required.  
Responsibility for acquiring these lies with the employee.*

*Seven Oaks School Division is committed to building an inclusive and diverse workforce.  
Reasonable accommodations are available for any candidate who may experience barriers during the  
interview and assessment process. Please contact human resources to arrange reasonable accommodations.*