

# EMPLOYMENT OPPORTUNITY

**DIVISION:** SIKSIKA BOARD OF EDUCATION

**DEPARTMENT:** SIKSIKA EDUCATION

**DATE POSTED:** APRIL 14 2022

**DEADLINE:** APRIL 27 2022

**PRESCREENING:** MAY 2, 2022

**INTERVIEWS:** May 5, 2022

**POSITION TITLE:** Operation and Maintenance Supervisor

**SALARY:** Based on Salary Grid

**FULLTIME:** Contract Basis

**DUTIES:** Duties include but not limited to the following:

1. Ensures that all school buildings and school grounds are maintained with due regard to the health and safety of the children, visitors and all school personnel. Ensures provincial health, safety and regulation statutes are met.
2. The O & M Supervisor must acquaint self with all Board policies and regulations.
3. The duties will include all the aforementioned and may include other related duties as determined by self, the Board, Superintendent or his/her delegate, or as requested by the school principals.
4. Is responsible for ordering supplies, staff supervision, scheduling shifts and ensuring that all preventive maintenance is kept up to date.
5. Ensure that all operations and maintenance vehicles belonging to the Board are maintained and used with care as well as being responsible.

## **MINIMUM QUALIFICATIONS**

Knowledge, Skills and Abilities:

1. Strong organizational and interpersonal skills required with a professional attitude.
2. Familiarity with computers.
3. Must have an Alberta class 5 driver's licence.
4. Must submit a drivers abstract in order to utilize company vehicles.
5. Must have current criminal and intervention record check.

Education and Experience:

1. Successful completion of grade 12 or equivalent.
2. Must have at least 2 years' experience as a supervisor/management.
3. Must also have experience in electrical work, plumbing and carpentry.

Professional/Designation/Certification/Licences

1. Must have Fifth Power Engineering.
2. A diploma in management/supervision

OTHER FACTORS:

1. Prepare an annual O & m budget and regularly monitor expenditures.
2. Must carry out continuous evaluations on O & M staff as outlines in the policies.

**Working Conditions:** Must be in good health and physical condition as job requires labour duties.

**PLEASE SUBMIT RESUMES TO THE SIKSIKA BOARD OF EDUCATION OFFICE or email to HR:**

**[oldsr@sboe.ca](mailto:oldsr@sboe.ca) OR CALL (403) 734-4028 FOR MORE INFORMATION**