



SEVEN OAKS
SCHOOL DIVISION
community begins here

SEVEN OAKS SCHOOL DIVISION
invites applications from qualified individuals
for the position of

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.

We offer a competitive salary with a comprehensive benefits package.

Please email your resume, cover letter and three references (in a PDF format as one document to applications@7oaks.org. Please include Evening Supervisor in the subject line. Closing date: **Friday, November 30th, 2018 at 2:00 p.m.**

We thank all for their interest, however, only those selected for further consideration will be contacted by email.

Employment is conditional upon successful clearance by Criminal Records and Child Abuse Registry.