



District School Board of Niagara invites applications for the following position:

MAINTENANCE ADMINISTRATOR – FACILITY SERVICES

Providing key staff support and reporting to the Manager of Projects and Maintenance, the Maintenance Administrator is accountable and responsible for planning, organizing and directing the maintenance and repair in 96 schools and administration buildings under the jurisdiction of the District School Board of Niagara. As a section leader, directs three (3) maintenance section supervisors to ensure properly functioning facilities while at the same time providing quality service and high customer satisfaction.

Scope includes building envelope, mechanical and electrical systems, elevating devices, fire and life safety systems and interior building finishes; the renovations and alterations of buildings for small scale projects; high voltage systems as well as exterior lighting, building keying and building preventative maintenance. Using the computerized work order system, the successful candidate will provide leadership by setting work assignments, priorities and reporting by using Key Performance Indicators (KPI) matrix and work with a unionized compliment of staff ensuring that health and safety requirements are met, and applicable training is provided.

Qualifications include:

- A solid building maintenance background with an emphasis on mechanical and electrical systems and should possess a degree or diploma in a relevant field such as mechanical engineering technician, engineering, master electrician or equivalent.
- An Ontario trade certificate with at least 5 years of responsible supervisor/management experience in building maintenance would also be preferred.
- Must be familiar with building plumbing, electrical and gas codes and have detailed knowledge of heating, refrigeration, controls, and plumbing and carpentry trades.
- In addition, the incumbent will possess strong leadership, supervisory and communication skills and demonstrate experience with preventative maintenance management systems.
- Computer skills and experience with Microsoft 'Word' and 'Excel' will also be an asset.

Salary Range: \$79,098 - \$94,167

This is a full-time position and part of the Board's union-exempt Administration Management Group (AMG), which includes entry to OMER's Pension Plan and Board's benefit program.

Applications including cover letter, resume, and three professional references must be submitted via email to careers@dsbn.org, attention Human Resources Department, by Friday, March 8, 2019 at 4:00 p.m.

Please reference **Maintenance Administrator** in the subject line.

*Applicants are thanked for making known their interest in working for the District School Board of Niagara.
Only those applicants who have been selected for an interview will be contacted with respect to this advertisement.*

W.R. Hoshizaki
Director of Education

Sue Barnett
Board Chair

We appreciate the interest of all applicants but will only be interviewing selected candidates based on job specific criteria. For the safety of students, all school board staff require a criminal record check prior to the commencement of employment. The DSBN is committed to equity for all students and staff, and to delivering the highest quality education through a qualified workforce that reflects the diversity of the communities we serve. Upon request, we will provide reasonable accommodations in the hiring process to support applicants with disabilities.