



# Swan Valley School Division

invites applications for the position of  
**Maintenance Supervisor,**  
effective January 3, 2024, or as mutually agreed.

The successful candidate will join the Division Administrative Team and work under the direction of the Superintendent. The Maintenance Supervisor will be responsible for overseeing the capital and maintenance operations for the Division and will provide planning input. They will supervise the maintenance and custodial staff, ensuring that school and ancillary buildings are properly maintained. The role also requires the management of a multimillion-dollar budget, purchasing, some hands-on repairs, and the ability to work evenings, weekends, and be on call as required.

## DESIRABLE QUALIFICATIONS

- Minimum Grade 12, with additional training in the areas of building facilities/maintenance and planning and/or Journeyman Electrician or Carpenter.
- Knowledge of Boiler operations is an asset.
- The ability to work in a variety of settings and with groups of people in a cooperative manner.
- Strong communication, interpersonal, organizational and analytical skills.
- Ability to troubleshoot and manage a computerized Energy Management System or basic knowledge of it, with a willingness to pursue training.
- Knowledge of Building, Fire Codes and WHMIS
- Computer skills.
- Ability to develop long-range capital and maintenance plans.

Enclose a cover letter and resume, including the names and contact information of three references, and a copy of your Red Seal Certificate addressed to: Cam Mateika, Superintendent/CEO.



Submit the application package to: [hr@svsdc.ca](mailto:hr@svsdc.ca)

**CLOSING DATE: November 30, 2023 at 12:00 P.M.**

*Division reserves the right to not consider incomplete applications. Criminal Record and Child Abuse Registry checks required. We thank applicants in advance for their interest in working for the Swan Valley School Division. Only candidates chosen for an interview will be contacted.*