

# NORTHERN NISHNAWBE EDUCATION COUNCIL



## EMPLOYMENT OPPORTUNITY

### FULL-TIME OPERATIONS & MAINTENANCE WORKER Pelican Falls Centre, Sioux Lookout, Ontario

The Operations and Maintenance (O & M) staff must be self-motivated with excellent interpersonal and organizational skills to perform duties with due care. The O & M staff will assist in overall site operation and must always act in a professional manner.

#### Responsibilities:

- Proven ability to inspect and report deficiencies of buildings, grounds and vehicles.
- Assist with general maintenance and repair to the buildings on site consisting of light carpentry duties, drywall, painting, plumbing, etc.
- Inspect and troubleshoot issues with the lift station and water plant.
- Routine and preventative maintenance of operating systems (heating and cooling).
- Groundskeeping which includes managing site garbage, snow removal, grass cutting, clean up and general maintenance.
- Assist with vehicle maintenance and small motor repairs on site.
- Unload, assemble and deliver supplies and furniture as required.
- Maintain communication with NNEC managers on site.
- Assist with site security coverage at times to maintain a safe environment for students and staff.

#### Qualifications:

- Minimum Grade 12 Diploma
- Must be self-motivated with excellent interpersonal and organizational skills
- Previous experience with building maintenance, carpentry, plumbing, etc. is an asset
- Valid Class G Driver's License
- Excellent time management skills
- Able to work independently as well as within a team
- Excellent verbal and written communications skills
- Must be physically able to lift, carry and move items up to 50 lbs.

**SALARY:** Based on Education and Experience

\*\*NNEC thanks all applicants in advance; however, only those selected for an interview will be contacted. NNEC requires a Criminal Record Check and/or a Vulnerable Sector Check for all positions. These positions are open until filled. Please submit your cover letter, resume and three references (with written permission for NNEC to contact) to Human Resources, NNEC Head Office, fax (807) 582-3865 or by email to [humanresources@nnec.on.ca](mailto:humanresources@nnec.on.ca)