

Pacific Christian School

Daily Maintenance Coordinator – September 2024

Pacific Christian School invites applicants to apply for the position of **Daily Maintenance Coordinator**. This position is open due to the anticipated retirement of our Facilities Manager and the restructuring of that position. This role will work in collaboration with our janitorial and property management teams.

Major Job Responsibilities:

- Perform routine maintenance tasks related to HVAC, carpentry, plumbing and general repairs.
- Respond promptly to maintenance and necessary cleanup requests.
- Trouble shoot and resolve issues related to appliances, fixtures, and equipment.
- Perform seasonal tasks such as snow removal and exterior maintenance.
- Maintain a strong focus on safety.

Qualifications:

- Proven experience in a related field.
- Familiarity with maintenance tools and equipment.
- Excellent problem-solving skills.
- Ability to work independently.
- Valid drivers license (either currently possess or willing to obtain a class 2).
- Flexibility to respond to emergency situations outside of regular working hours.
- Have a vibrant Christian faith and a desire to support the school's mission to provide a quality Christian education.
- Have demonstrated organizational and planning skills.

To apply, please forward the following:

- Letter of introduction.
- Résumé
- Contact information for three references. Not all referees need to comment on the same aspects but taken together, please ensure that the referees are able to offer insight on character, Christian faith, and relevant job experience.

This position is for the 2024-25 school year. Remuneration will be based on experience and is expected to be \$30 - \$35 /hour. This position is eligible for participation in the PCS pension plan as well as for extended benefits.

Application materials should be sent to Darren Lewis (Head of School) at darren.lewis@pacificchristian.ca

Applications received prior to May 17 will be given priority consideration.