



Employment Opportunity

Position Title	Maintenance Assistant - Facilities and Grounds
Wage range	Commensurate on qualifications & experience
Location	Stzuminus Schools, Shell Beach Road, Ladysmith BC
Reporting to	Facilities Lead
Weekly schedule	Monday - Friday
Hours/Day	8 hours; flexibility required based on work demands
Employment type	Full time employment: Year-round calendar

Stz'uminus Education Society

We provide learning opportunities for all ages, from infancy through to elder years, through our dynamic and integrated programs: Nutsumat Lelum, Stz'uminus Primary School, Stz'uminus Community School, Post-Secondary & Continuing Education, Land-based Learning, Year 13/adults, Career Planning and job readiness.

Position summary

SES is looking for a Maintenance Assistant – Facilities & Grounds. This role is responsible for performing essential hands-on maintenance work and landscaping.

The position

General Hands-On Maintenance duties:

- A variety of repair and maintenance assignments on SES buildings and grounds.
- Either working independently or with senior team members, completes tasks that draw from many disciplines including, but not limited to; lighting, plumbing, carpentry, drywall, Landscaping, painting, furniture assembly and repairs, floor covering, and equipment maintenance, as needed to ensure SES facilities remain functional and safe.
- Provides professional and efficient support for event setups and teardowns.
- Assembly and disassembly of office and residential furnishings and fixtures.
- Unloads, loads, and secures incoming and outgoing materials and supplies.
- Performs jobsite cleanup and equipment handling.
- Retrieves, distributes, and monitors recyclables and waste as needed.
- Performs various landscaping tasks including but not limited to: mowing, raking, brush removal, roof cleaning, snow removal, power washing.
- Performs other miscellaneous tasks outside duties to support SES staff.
- Implements preventative maintenance measures and ensures that all maintenance work and repairs are executed promptly.
- Maintains an inventory of equipment and supplies to ensure that necessary materials are readily available for maintenance tasks.

Community engagement and maintenance work request management:

- Attends to maintenance requests from both staff and community members (as assigned by the Facilities lead) in a polite, helpful and solution-oriented fashion.
- Provides updates and communicates effectively with staff and community members who are affected by work being done.

Staff Support and Training:

- Assists in the training of new and existing staff, sharing knowledge and teaching hand-on maintenance skills.
- Promotes a safe work environment by implementing corrective measures for near misses and accidents.

What you bring

- Possession of relevant technical knowledge, with a diploma or certificate in a technical trade such as plumbing, carpentry, or building maintenance. Preference will be given to candidates with broad technical expertise in multiple disciplines.
- Two years of experience working as a tradesperson or in a technically skilled position.
- Proficient in basic electrical, plumbing, heating, cooling and other systems.
- Knowledgeable construction techniques and best practices.
- Experienced in operating a variety of equipment including snow blowers, lawn mowers, tractors, weed eaters etc.
- Working knowledge of tools, common appliances and devices.
- Strong communication skills to effectively engage with staff, community members, and contractors.
- Knowledge of standard health and safety protocols.
- Capable of exercising independent judgment and working with minimal supervision.
- Willingness to learn and prepare clear and concise reports
- Valid BC Driver's Licence is required.
- Independent and reliable form of transportation.
- Valid First Aid Certificate or willingness to obtain certification.
- Existing understanding of, or openness to learn about First Nations culture is preferred
- Ability to work flexible hours and is available on short notice.
- Physical Requirements: Ability to frequently lift or carry up to 25 lbs. and occasionally lift or carry up to 50 lbs.
- Must undergo a Vulnerable Sector Criminal Record Check.

***To explore how we might work together,
we invite your application via careers@stzuminus.com
Open until filled (only those shortlisted will be contacted for an interview)***

