

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 111 schools and administration buildings under the jurisdiction of the District School Board of Niagara. As a section leader, directs two (2) maintenance supervisors to ensure properly functioning facilities while at the same time providing quality service and high customer satisfaction.

Scope includes building envelopes, 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.

Candidates shall have 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 facilities management, engineering, business administration or equivalent. An Ontario trade certificate with at least 5 years of responsible supervisor/management experience in building maintenance would also be preferred. The person must be familiar with building, plumbing, electrical and gas codes and have detailed knowledge of heating, plumbing and carpentry trades. In addition, the incumbent will possess strong leadership, supervisory and communication skills and demonstrate experience with computerized maintenance management systems such as Ebase. Computer skills and experience with Microsoft 'Word' and 'Excel' will also be a requirement.

Salary Range: \$75,261- \$89,600 (per annum) *(subject to review)*

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.

All employees require a Criminal Background Check with the Vulnerable Sector Screening and Medical prior to commencing employment.

Applications complete with resume or CV outlining qualifications, experience and (3) letters of working reference will be received until **4:00 p.m. Thursday May 28, 2015** to the address below:

Human Resources Department
District School Board of Niagara
191 Carlton Street
St. Catharines, Ontario
L2R 7P4
Re: Maintenance Administrator Position

Applications may also be e-mailed to: careers@dsbn.org. Only candidates selected for an interview will be contacted. All others are thanked in advance for their interest.

W.R. Hoshizaki
Director of Education

Sue Barnett
Board Chair