

Job Posting: Maintenance Coordinator, Andrew Rural Academy Charter School

FTE: 0.6, flexible hours required

Compensation: A compensation range between \$25 and \$30 per hour, based on experience and qualifications.

The position of Maintenance Coordinator falls under the umbrella of the Friends of Andrew Rural Academy Society, which includes the building and grounds of the school, the Village offices, Library and Daycare.

This position requires the maintenance of major building systems such as air handling, boilers, fire suppression, plumbing, building envelope, OHS and Safety compliance, as well as ongoing general repairs and maintenance in support of the overall health of the building and its grounds, aside from the grounds areas for which the Village is responsible.

This position will require flexibility to respond to after-hours callouts for emergency response, such as floods, fire or break-in, which will be recorded via timesheets.

Detailed record keeping and planning for scheduled inspections are critical elements of this role. Regular communication with the various tenants in the building, timely response, and documentation of maintenance requests and their completion are essential.

Collaboration with Custodial services is another core function in addressing any needs arising on a day-to-day basis.

Summer hours may be reduced according to needs of the areas in operation for 12 months within the building during this off-period, other than regularly scheduled maintenance and inspections.

The successful candidate will be entitled to all statutory holidays, and a 2-week vacation period, not to be taken in the week prior to school opening in the fall. Vacation requires the prior approval of the Superintendent.

A 3-month initial probationary period will be in place, which, after successful demonstration of competency, will lead to continuous employment, however the needs of the school will supersede any long-term employment commitment, with appropriate notice.

For more information, please contact: admin@andrewra.ca