

## POSTING NOTICE

**COMPETITION #:** SC-165-2526

**POSTING DATE:** August 29, 2025

**CLOSING DATE:** September 10, 2025

**CLOSING TIME:** 12:00 PM

**POSTED:** INTERNAL/EXTERNAL

**POSITION TITLE:** Facilities Maintenance

**PROGRAM:** Facilities & Maintenance

**CLASSIFICATION:** Level 3

**SALARY:** As per Collective Agreement Non-Instructional Salary Grid

**LOCATION:** Nipawin, SK

**START DATE:** September 11, 2025

**HOURS OF WORK:** 15 hours per week

**STATUS:** Permanent / Part-Time

**IMMEDIATE SUPERVISOR:** Dale MacKay, Manager of Facilities & Maintenance

Applications including Resume & Cover Letter to [humanresources@suncrestcollege.ca](mailto:humanresources@suncrestcollege.ca)

### **POSITION SUMMARY:**

This position is primarily responsible for overseeing the operation of the Nipawin Campus and grounds but provides support for the other owned buildings in Tisdale. The work involves coordinating the maintenance and caretaking of college facilities and overseeing the contract custodians.

### **JOB DUTIES AND RESPONSIBILITIES:**

#### 1. Administrative Responsibilities

- Coordinate, prioritize, assign, and monitor the general cleaning and operation of the facilities, including grounds and parking lots.
- Determine facility and equipment needs or problems; and coordinate improvements in consultation with supervisor
- Provide input into facility budgets in consultation with supervisor
- Develop and assess tenders for repairs and maintenance in consultation with supervisor
- Supervise contractors on site

#### 2. Equipment Operation & Maintenance

- Operate and care for all heating, cooling, ventilating and generating equipment.
- Check all equipment to ensure proper functioning and complete weekly, monthly, semi-annual, and annual facilities and equipment preventative maintenance procedures
- Ensure proper maintenance procedures are followed, all cleaning duties are performed to established standards, facilities meet required health, safety and fire regulations
- Ensure facility security is in place, including the maintenance of security systems
- Conduct necessary cleaning duties
- Tasks may include:
  - Plumbing installations and repairs
  - Repair and maintenance of HVAC systems

- Roof repair, adjustment, and replacement
- Suspended ceiling repair
- Drywall repairs
- Monitoring emergency systems (i.e. sprinkler systems, fire alarms, etc.)

3. Additional Duties

- Other duties as assigned.

**QUALIFICATIONS:**

1. Education & Experience

- The minimum qualifications required to perform the functions of this position is the completion of grade 12 or equivalent, a Fireman's Certificate, and two years experience in facility maintenance and supervision. This experience would typically provide skills in communication facility management, experience in related trades, the ability to assess and monitor tenders, and the ability to work independently and react decisively in dealing with facility requirements.

2. Knowledge, Skills & Abilities

- The successful candidate will have knowledge of and experience in use of computer technology.

3. Other Requirements

- Valid Driver's license is required.
- Satisfactory Criminal Record Check Required