



The Maskwacis Education Schools Commission (MESC) is the new amalgamated school authority in Maskwacis, Alberta. Its 11 schools serve approximately 2600 students from Ermineskin Cree Nation, Louis Bull Tribe, Montana First Nation and Samson Cree Nation. With a renewed focus on Cree language and culture, MESC schools offer a strong balance between local Nehiyaw (Cree) core values according to the Maskwacis Declaration on Education and provincial academics as outlined in Alberta Education Programs of Study. Maskwacis is located between Wetaskiwin and Ponoka on Highway 2A, approximately 60 minutes south of Edmonton and 60 minutes north of Red Deer. 10 of the 11 schools are located in Maskwacis proper, with one school located at Mameo Beach near Pigeon Lake, Alberta. The Director of Facilities is responsible for managing corrective and preventative maintenance work orders and ensuring timely and effective communications among all stakeholders, including principals, maintenance staff, OH&S Coordinator, contractors, and senior leadership team.

MESC invites applications for the following position:

Director of Facilities

Roles and Responsibilities

Maintenance Administration

- Prioritize and distribute work orders to the appropriate staff members;
- Maintain regular communications with principals and central office staff regarding the status of all work orders;
- Send maintenance requests that need managerial approval to the Associate Superintendent for Central Services;
- Maintain all work order files; enter labor and materials for all preventative and corrective work orders, as well as chargebacks;
- Maintain and update work order database on a daily basis;
- Develop a preventative maintenance schedule and assign preventative work to the maintenance staff on a weekly basis;
- Issue tender requests as per MESC Financial Policies and Indigenous Services Canada ("ISC") procurement requirements;
- Approve and issue purchase orders;
- Prepare/code all invoices for payment;
- Maintain/update Maintenance Operations Manual;



- Work with the Maintenance Supervisor(s) and staff to ensure that all applicable fire, safety, health, and environmental regulations and laws are observed;
- Prepare detailed monthly reports for all corrective work orders completed for each facility and send to the principals;
- Prepare detailed monthly OH&S reports for each facility;
- Work with OH&S Coordinator regarding hazards reported and generate work orders to eliminate hazards;
- Assist the Associate Superintendent for Central Services with monitoring the Maintenance Section budget;
- Prepare various maintenance related cost reports, personnel reports etc.
- Update Maintenance Section's performance metrics and report to the Associate Superintendent for Central Services on progress;
- Prepare chargeback summaries, distribute to appropriate schools, and follow-up as required;
- Maintain inventory spreadsheet for all maintenance equipment, tools and supplies;
- Monitor the Building Management System ("BMS");

Utility Account Management

- Set-up spreadsheet for all utility accounts and monitor consumption;
- Reconcile each account with MESC financial program;
- Prepare reports comparing utility costs across all facilities;
- Identify and coordinate energy efficiency initiatives.

Security Systems Operation

- Update building users' database for each school and make necessary changes throughout the year;
- Update all users with monitoring companies as well as various security requests throughout the year;
- Update call-out lists for security companies as needed;
- Make necessary changes to securing and unlocking exterior doors of different facilities throughout the year (holidays, etc.);



- Make changes to scheduling (doors/units) throughout the year as needed;

Personnel Management

- Provide guidance/coaching to the Maintenance Supervisors and other staff members (as required);
- Conduct performance evaluations for the Maintenance Supervisors;
- Monitor and maintain records of employees' work hours, overtime, sick leave, vacation, performance, and related information;
- Ensure regular communications within the Maintenance Section;
- Work with the Associate Superintendent for Central Services to coordinate staff onboarding and training;
- Oversee the implementation of the new Computerized Maintenance Management System ("CMMS");
- Work with the Maintenance Supervisor(s) to ensure contractors are meeting their performance requirements.

Skills and Qualifications

1. Minimum of seven (7) years work experience in facilities maintenance or a related field required;
2. Minimum of three (3) years of supervisory experience;
3. Certificate in a trade related to facilities maintenance (plumbing, electrical, HVAC etc.) is an asset;
4. Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint);
5. Experience with asset management and work order management software;
6. Familiarity with Google Suite (Docs, Sheets, Drive, Databases) is an asset;
7. Ability to interpret and implement applicable laws and regulations;
8. Ability to effectively communicate both verbally and in writing;
9. Outstanding leadership skills;
10. First Nations experience and school district experience are considered an asset.



How to Apply

Please submit resumes by Friday March 15, 2019 (12:00 pm) to hr@maskwacised.ca .

We appreciate and consider all applications; however, only those candidates selected for an interview will be contacted.