



**SCHOOL DISTRICT NO. 92 (NISGA'A)
BOARD OFFICE**

4702 Huwilp Road,
PO Box 240
Gitlaxt'aamiks, BC
V0J 1A0

Phone: 250-633-2228
Fax: 250-633-2401

**2021-2
EMPLOYMENT OPPORTUNITY
MAINTENANCE FOREMAN
School District No. 92 (Nisga'a)**

School District No. 92 (Nisga'a) is seeking dedicated, motivated, and positive individual to work under the supervision of the Director of Operations. The Foreman assists, directs, monitors and coordinates programs and projects in the Maintenance Department.

Duties and Responsibilities:

- Performs duties as per one of either the Electrician, Carpenter, Plumber and HVAC Technician, Millworker, Electronics Technician or Painter job description.
- Schedules and provides direction on Maintenance, Custodial and liaises with tradespersons, District staff, Principals, contractors, inspectors, and suppliers.
- Reports to the Director of Operations on work in progress and final inspections.
- Assists in planning, estimating, budget development, cost control and maintenance of records for Maintenance Department.
- Responsible for maintenance ticketing system and maintenance/workorder requests
- Reads and interprets drawings and specifications.
- Promotes and monitors quality workmanship and safety of work sites.
- May, on occasion, be required to perform other job-related duties as assigned.
- Provides a good role model.
- Displays excellent communication, interpersonal and organisational skills.
- Maintains safe work practices.
- Oversees all custodial staff and ensures supplies are ordered, in stock and delivered to sites

Qualifications and Skills: Maintenance Foreman Specific:

- Grade 12 or equivalent.
- Proficient with computers and programs
- Building Service Worker 1 and 2 or be willing to attain.
- Building trades - Trades Qualification or willing to attain.
- Familiarity with day-to-day operations within a developed setting.
- Ensure quality control while delivering services across multiple sites.
- Supervisory experience.
- Previous experience in a related field.
- Good working knowledge of Workers' Compensation Board regulations and safety programs.
- Physical capability to perform duties.
- Valid BC Class 5 driver's license. Willing to attain a class 2.

Applications must be made in writing, accompanied by 3 work related references and transcript(s) that address level(s) of competency in the above qualifications. All applicants must comply with the Criminal Records Review Act.

Pay and Benefits are in accordance with CUPE Local 2298 Nisga'a Collective Agreement. We thank all applicants, however only those chosen for the interview process will be contacted. For further clarification please contact Martin Percival, Director of Operations, mpercival@nsgaa.bc.ca.

Emailed applications will be accepted until **12:00pm April 21, 2021**

Attention: Human Resources
School District No. 92 (Nisga'a)
PO Box 240
Gitlaxt'aamiks BC, V0J 1A0
Email: hr@nsgaa.bc.ca