



ST. MARY'S ACADEMY

550 Wellington Crescent, Winnipeg, MB R3M 0C1

204-477-0244

www.smamb.ca

St. Mary's Academy (SMA), a Catholic school for girls rooted in the tradition of the Sisters of the Holy Names of Jesus and Mary, is dedicated to nurturing young women in spirit, mind, and body. The SMA Foundation supports the school's mission and works to ensure long-term financial health and sustainability of the Academy.

Employment Opportunity Maintenance II (Term Position)

This is a 6-month term employment opportunity for a Maintenance Level II position with the possibility of extension.

Work schedule: Tuesday and Wednesday 2:00 PM to 10:00 PM, Saturday and Sunday 6AM - 2PM

Reporting to the Facility Manager, the Maintenance II incumbent performs manual work cleaning and maintaining the building; performs ground/building maintenance; general custodial and building security duties; and performs other general related duties as requested by the Facility Manager.

Duties and Responsibilities

Building Maintenance

- Will perform the cleaning and maintenance duties of a Maintenance Worker.
- Performs minor maintenance functions and general painting duties in buildings and assists trades people.

Events

- Be aware of all daytime and evening school use, set up furniture and equipment for special events and user groups, and assist with opening and closing for groups in the evening and on weekends.
- Moves furniture and equipment as required.

Yard and Landscaping Maintenance

- Clears snow off all walkways and driveways in winter.
- Cleans hardtop of debris and glass and empties outside garbage bins.
- Additional groundskeeping, as requested.

Safety

- Inspects/replaces interior and exterior lighting.
- Changes filters on mechanical equipment as per schedule.
- Reports/addresses all safety concerns and any damage to facilities.
- Assists with fire drills.

Other

- Receives deliveries and distributes to departments.
- During evening and weekend shifts, they perform lockup and closes gates as per schedule.

Role Specific Competencies, Qualifications and Requirements

- Working knowledge of cleaning and basic maintenance requirements of a commercial building.
- Ability to operate related cleaning and ground equipment.
- Ability to read and comprehend manuals.
- Ability to understand and follow instructions.
- Commitment to working with a team, as well as working independently.
- Can access Microsoft Teams.

Other Information

- Continuous physical activity through walking, bending, climbing, stretching, and standing while cleaning and conducting general maintenance.
- Occasional heavy lifting such as moving furniture and equipment for events.
- Ability to adapt to variable hours and shifts, including evenings and weekends, as needed.
- Applicants must provide a **clean Criminal Record Check and Child Abuse Registry Check**.

How to Apply

Interested candidates are asked to email a cover letter and a résumé to David Morrison, Facility Manager, at facilities@smamb.ca

Application Deadline

Applications will be accepted until the position is filled.

We thank all applicants for their interest in St. Mary's Academy. All applications will be held in confidence.

Only applicants considered for an interview will be contacted.

A community of learning, faith and service