



**NORTH EAST SCHOOL DIVISION**  
invites applications for the position of:

## **Maintenance Carpenter**

We are a progressive, thriving, community-based school division currently seeking to fill a **Full-Time Permanent Maintenance Carpenter** position to join our Maintenance Department Team with duties to **commence as soon as can be mutually agreed upon**. If you are looking for a challenging and rewarding position servicing the North East, based out of Melfort, this could be the one for you.

The successful candidate will be a highly motivated individual with knowledge and experience in the maintenance of buildings and equipment. The Journeyman Carpenter is responsible for the day to day execution of work orders related to school building repairs for various exterior and interior projects. This position works under the direct supervision of the Supervisor of Maintenance, overseeing the maintenance; servicing and installations for 21 schools, two bus garages and office buildings.

### **Qualifications/Skills:**

- Minimum of Grade 12 diploma
- Certified Journeyman Carpenter (Red Seal) is required
- Valid Fireman's or higher Engineer's Certificate would be an asset
- Valid Class 5 Driver's License
- 5+ years' experience in commercial grade construction
- 3 years' experience related to building maintenance or facility operation
- 1 year supervisory experience related to building maintenance or facility operation
- Knowledge of building systems, trades and materials including electrical, plumbing, HVAC, carpentry, painting, flooring and grounds
- Interpret blueprints, drawings and sketches to determine specifications
- Knowledge of policies, practices and procedures governing construction, renovations and maintenance of facilities
- Knowledge of Fire & Building Codes as well as fire/safety system requirements
- Knowledge of the Workplace Hazardous Materials Information System
- Ability to work as a team player and leader with co-workers and sub trades
- Physically capable of lifting, bending, twisting, turning and climbing.
- Ability to do Heavy Load Work which includes:
  - exerting up to 80 lbs. of force occasionally (lifting and/or carrying)
  - exerting up to 30 lbs. of force frequently
  - exerting up to 20 lbs. of force constantly to move objects

A Division vehicle will be available for travel throughout the school division and you will be expected to be on-call evenings and weekends from time to time. The North East School Division has an attractive compensation plan and a comprehensive benefit package that includes a pension plan. Salary will be commensurate with experience and training.

Additional details may be obtained from **Jeff Zenner, Manager of Facilities** at 306-752-1246 or 306-921-4282 or **Lance Martin, Supervisor of Maintenance** at 306-752-1203 or 306-921-3395.

**QUOTE JOB #2016-17-094** and send applications to the department indicated below complete with a covering letter, a resume which includes all relevant experience, and your three most recent employer references.  
***Applications will be accepted until a suitable candidate pool is established.***

**Employee Services**  
North East School Division No. 200  
E-mail: **careers@nesd.ca**

***The successful applicant will be required to produce a Criminal Records Check and Vulnerable Sector Check.***  
We want to thank you in advance for your application. However, only those individuals short-listed will be contacted.