



BUILDING MAINTENANCE COORDINATOR

Oulton College is an innovative leader in Post Secondary Career Training. We have invested in the best people, techniques and technology to become one of Atlantic Canada's leading Private Colleges.

If you are passionate about what you do and want to hold a role in an academic environment that promotes teamwork and student focused education, you may be our new team member. We are currently seeking applicants to join our team in the full-time position of **Building Maintenance Coordinator**.

The ideal candidate will be responsible for:

- Care of our private facility, this requires you to be on call during evening and weekends and may require occasional work outside of standard work hours.
- Maintaining assigned premises in clean and orderly condition
- Daily maintenance as required including small repairs to all areas of the college
- All outdoor landscaping required including raking, mowing, planting, mulching, etc.
- Winter clean up including snow removal from walkways and salting
- Oversee the janitorial team and assist with responsibilities including cleaning washrooms and replacing washroom supplies, sweeping, mopping and scrubbing of floors
- Waxing and polishing floors and furniture
- Minor plumbing and carpentry required
- Upgrades and maintenance to all walls including crack fill, sand and paint
- Other areas as required

The ideal candidate will have:

- Grade 12 diploma or equivalent (GED)
- A minimum three years of directly related experience

- Knowledge, skills and physical ability necessary to perform general maintenance and repairs including carpentry, electrical, plumbing, hvac and landscaping.
- Ability to work shift work with seasonal hours
- Reliability
- Customer Service and Communication Skills
- Problem Solving skills
- Sound judgement and decision making
- Ability to work alone

Applicants must provide a criminal record check prior to being hired.

Resumes, quoting competition number **BMC-10-19** should be submitted to:

work@oulttoncollege.com

Thank you for your interest; however, only candidates selected for an interview will be contacted.

www.oulttoncollege.com