



Grande Prairie and District Catholic Schools

invites applications for:

Facilities Coordinator

Grande Prairie and District Catholic Schools is a growing District, driven in large part by the growth in the Grande Prairie region. Within the District there are four rural schools, ten urban schools, and a new school set to open in 2021. We manage approximately 880,000 square feet of school, administrative and general facility space.

Job #087-05-19/20 This is a full-time, Out of Scope position - 40 hours/week and rotational call out.

Salary: as per Out of Scope grid & Comprehensive ASEBP benefit package / LAPP pension plan included.

The job is responsible for supporting the Director of Facilities in the overall maintenance of district owned buildings, grounds and associated infrastructure, through a team of district staff and or contracted services. The primary responsibility is to provide a safe and efficient working environment for district students and staff. This is accomplished by assigning, delegating and evaluating work performed within district standards, as set out by the Director of Facilities.

The job has supervisory responsibility for a team of Maintenance and Custodial staff and oversees the work of a variety of external contractors and consultants working on specific projects.

Areas of Responsibility include, but are not limited to:

- Supervision and Leadership of District Custodians

Supporting the Director of Facilities in the following areas:

- Project Planning & Management
- Consultation & Communication
- Occupational Health & Safety
- Emergency Management
- Department Activities & Personnel Scheduling

Preferred Qualifications

Journeyman certification in at least one of the building trades, plus extensive related experience, including project management.

A clear Police Information Check and Intervention Record Check will be provided by the applicant.

Position will be advertised until suitable candidate is found.

Please forward resume (quote job posting number) and a completed application form (available on our website www.gpcsd.ca) to:

Human Resources
Catholic Education Centre
9902 - 101 Street
Grande Prairie, Alberta T8V 2P4
Phone: (780) 532-3013 / Fax: (780) 532-3430
Email: humanresources@gpcsd.ca