



**Mamu  
Tshishkutamashutau  
Innu Education**

PO Box 1539, Sheshatshiu, NL, A0P 1T0  
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**WE ARE HIRING for  
FACILITIES MANAGER at our SHESHATSHIU INNU SCHOOL  
PERMANENT FULL-TIME**

The Facilities Manager is responsible for the management of maintenance in the school to ensure that it is maintained in a safe and reasonable manner. The Facilities Manager will conduct and oversee all maintenance and ensure that all operations are conducted in a respectful and responsible manner.

**KEY RESPONSIBILITIES:**

- Conduct inspections of school buildings on a daily basis for needed service and repairs.
- Coordinate emergency and regular repairs and coordinate repairs to buildings.
- Maintain fire protection systems and equipment in all buildings.
- Landscaping and grounds maintenance.
- Coordinate and maintain emergency, regular repairs to both interior and exterior of the facility.
- Coordinate maintenance and repairs to appliances including stoves, refrigerators, washing machines and school equipment.
- Ensure workplace safety is practiced. Promote staff morale and workplace safety and provide opportunities for staff training.
- Establish preventative maintenance schedules.
- Performs other job-related duties as required.

**QUALIFICATIONS:**

- Grade 12 or equivalent is preferred.
- Considerable experience in custodial/maintenance.
- Consideration of skills trades certification will be considered.
- Certificate in Emergency First Aid and WHMIS would be an asset.
- Ability to work independently and/or as a member of a team.
- Positive interpersonal skills.
- Knowledge of applicable Occupational Health & Safety and school code regulations.

**SALARY:** Follow the MT-IE Salary Scale

**CLOSING DATE:** EXTENDED till JULY 14, 2024

**COMPETITION NUMBER:** SIS-002-2024

**Please send resume, references and quote competition number to:**

**Rena Penashue, Assistant Director of Human Resources**

**MAMU TSHISHKUTAMASHUTAU INNU EDUCATION**

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