

## **Mechanical Maintenance Assistant (Assistant Building Operator) – “MMA”**

*Part Time – start at 1000 to 1250 hrs annually*

*Compensation – organizational scale commensurate with experience/ability*

*Position commences Spring 2015*

**SEARCH OPEN: March 16, 2015 to April 17, 2015.**

The CSCE seeks an experienced individual to assist our Mechanical Maintenance Supervisor in the day-to-day building operations of Calgary Christian School. The position is currently part time. The expectation is to increase MMA work responsibilities until the candidate is capable of fulfilling the mechanical supervisory role. This is in anticipation of the current Supervisor’s estimated retirement date two years from now.

The MMA reports to the Mechanical Maintenance Supervisor, who in turn reports to the Executive Director.

### **Qualifications**

- A journeyman ticket in a related trade (plumbing, HVAC, etc.) is strongly desired.
- **5<sup>th</sup> Class Engineering Certificate.** CSCE will consider assisting a qualified applicant in acquiring an engineering certificate.
- WHMIS and First Aid training will be mandatory
- Verified police background check.
- Valid AB driver’s license and current Driver’s Abstract
- Basic tool kit for services
- Basic computing skills
- Experience in working with and supervising others
- Strong work ethic, service attitude and desire to help others as demonstrated through previous employer recommendation(s)

**Duties** – The MMA is expected to fulfill or assist with the following regularly scheduled or occurring tasks:

- Inspection and repair of systems, components and facility equipment
- Perform routine maintenance and keep maintenance records
- Identify, report and suggest improvements to problems, hazards, or of recurring issues
- Serve a rotation on the OHS committee as assigned
- Monitor secure areas
- Some grounds keeping and janitorial support tasks.
- Respond promptly to emergencies
- Communicate effectively with other maintenance personnel, contractors, etc. to ensure most cost effective and efficient means of completing tasks and projects.
- Other duties as assigned by the Supervisor or Executive Director.

Interested applicants should forward their CV/Resume, 3 references and copies of any required certifications to the Executive Director **by April 17, 2015** in one of the following ways:

MAIL: Ken DeWyn, Executive Director  
c/o Calgary Christian School  
5029 – 26<sup>th</sup> Avenue SW  
Calgary, AB T3E 0R5

EMAIL: [kdewyn@calgarychristianschool.com](mailto:kdewyn@calgarychristianschool.com)

FAX: (403) 242-6682