



MAINTENANCE COORDINATOR

(CONTINUING)

School District No. 42 (SD42) meets the learning needs of approximately 16,000 students of all ages in Maple Ridge and Pitt Meadows, and is defined by its determination to keep student learning and growth at the heart of all its decisions. With an annual budget of over \$200M and over 2,000 staff, the school district provides K-12 educational services in 22 elementary schools, six secondary schools, and two alternate schools. It also provides a variety of certificate programs and relevant quality life-long learning opportunities through Ridge Meadows College and Continuing Education.

SD42 is looking for qualified applicants interested in working as a Maintenance Coordinator effective as soon as possible. Reporting to the Director of Facilities or designate, coordinates technical work, including planning, scheduling, estimating and drafting/providing working drawings for Maintenance and Grounds tasks. Performs general technical duties, identifying information from blueprints, red lining blueprints, updating CAD files, and securing permits.

The applicant will possess:

- Trade Qualification in recognized building trade or successful completion of a diploma program in Building Technology or a related field and eligibility for membership in the Applied Science Technologists and Technicians of B.C. plus two (2) years related experience in building operations and maintenance.
- Solid computer skills, including proficiency with Microsoft Office software.
- Thorough knowledge of safe construction procedures.
- Ability to estimate costs on construction and renovation projects, and to write accurate, concise reports.
- Ability to make dimensional sketches at a shop drawing quality, with proficiency in programs for Computer Aided Drafting (CAD).
- Demonstrated ability to communicate effectively and harmoniously with staff, students, parents, contractors and outside agencies.
- Demonstrated ability to work at the level of independence and with the degree of initiative appropriate to the position.
- A valid B.C. driver's license.

This is a full-time continuing assignment effective as soon as possible. This position works 40 hours per week, following a 12 month schedule. The rate of pay is \$38.76/Hour plus a comprehensive benefits package.

To apply, please forward your cover letter quoting posting #C2425-075, resume, [school district application form](#) and supporting documentation to applicants@sd42.ca. This posting will remain open until filled.

For more information about our School District please visit: <http://www.sd42.ca/our-district>

The district appreciates the interest all applicants, however, only those selected for an interview will be contacted.

Our staff members are the foundation of our system. When you join our school district, you become part of a talented community of educators and support staff dedicated to enriching the lives of all students and helping them achieve success.

