Kee Tas Kee Now Tribal Council Education Authority

SCHOOL MAINTENANCE TECHNICIAN

Walk with us on our journey towards Excellence in Indigenous Education. Kee Tas Kee Now Tribal Council Education Authority (KTCEA) serves six schools in five First Nation communities in Northern Alberta. KTCEA was created as a result of the vision of KTC leadership and Elders to provide a high quality, safe, and effective education system designed by Cree people to serve the needs of Cree students. Our programs and services reflect the unique Cree Language and Identity of the KTC Nations. Our diverse workforce provides education to students from Kindergarten through Gr. 12.

Position:	School Maintenance Technician	**Job ID #:**	CJS.2024.05
Employment Status:	Permanent, Full-time	**Closing Date:**	April 10, 2024
Location:	Clarence Jaycox School	**Annual Salary:**	$ 42,269.00

Job Description: Reporting to the Operations and Maintenance Manager, this position is responsible for ensuring the safe and efficient operation of all mechanical, electrical, plumbing and HVAC systems in the schools operated by KTCEA

Qualifications:

- Formal training in a trade related to school maintenance and/or a minimum three (3) years' experience in a full-time school maintenance role. Equivalent combinations of training and experience will be considered
- An understanding of plumbing, electrical, heating and other mechanical systems found in KTCEA schools
- Experience working with a Direct Digital Control system an asset
- Fluency in Cree an asset
- Knowledge and understanding of First Nations culture, organizations and communities
- Ability to effectively perform school inspections to ensure school safety
- Ability to deal with suppliers and contractors to ensure completion of required repairs in a safe and cost-effective manner
- Ability to maintain records of repairs, maintenance and materials inventories
- Strong project management and budgeting skills
- Good written, verbal, and interpersonal skills
- Good time management and problem-solving skills
- Strong analytical abilities, organizational and stakeholder service skills
- First Aid, CPR and WHMIS certification
- Proficiency in Google Suite, Word, Excel and other applications as required by the role
- Possession of a valid Alberta Driver's License and the ability to travel

Conditions of Employment: RCMP/Police Criminal Record Check and Intervention Record Check (formerly Child Welfare Check, CWIS) submitted prior to commencement of employment.

Benefits: We offer a comprehensive benefits program that includes health, dental, life insurance, disability, retirement savings and competitive time off provisions, as well as professional development opportunities

To Apply: Please submit a cover letter, resume with references via email to educationHR@ktcea.ca with the job I.D. **#CJS.2024.05** in the email subject line.

Visit ***ktcea.ca*** for more information.