



MACDONALD YOUTH SERVICES

EMPLOYMENT OPPORTUNITY

INTERNAL/EXTERNAL

POSITION: Lead Hand Maintenance – Kisewatisiwin (Thompson, Manitoba)

This is a 1 year term position with the possibility of permanency

SUMMARY: Macdonald Youth Services requires an experienced Lead Hand staff member in the Maintenance department within the Kisewatisiwin Service Area in Northern Manitoba. The Lead Hand is responsible to provide and/or oversee preventative and regular maintenance/renovations to all MYS owned and rented buildings in both Thompson and The Pas.

DUTIES AND RESPONSIBILITIES: of the Lead Hand include, but are not limited to:

- Perform work or hire qualified trades people to repair, maintain or renovate facilities in Thompson to ensure they are in compliance with all relevant codes, by-laws, licensing requirements and Agency standards
- Plan, budget and schedule facilities modifications including cost estimates, layouts, and contracts for construction and acquisitions in consultation with the Facilities Manager
- Ensure all appliances are in good working condition; or consult with supervisor regarding replacement
- Coordinate annual service inspections as needed (e.g. AC units, fire extinguishers, emergency lighting, furnaces, etc)
- Ensure alarm and security systems are operational in all agency owned and rented facilities
- Participate in the development of the annual capital budget for the Maintenance Department
- Provide maintenance budget recommendations to the program supervisors for the development of their budgets
- Assist with the review of facilities being considered for rent or purchase.
- Other duties as assigned

ESSENTIAL REQUIREMENTS:

- Minimum grade 12 education (or equivalent) with 5 years' experience in building, renovations and/or facilities maintenance. A combination of education and experience may be considered.
- Trades certificate in carpentry would be an asset
- Valid drivers license & willingness to travel between Thompson and The Pas
- Emergency First Aid and CPR Level C Certification, or willingness to obtain
- Experience working with a database

PREFERRED REQUIREMENTS:

- Valid Province of Manitoba Journeyman's Certificate in any of the building trades
- Ability to perform minor electrical repairs, including the installation of new circuits and wiring
- Previous experience with Workplace Safety and Health
- Knowledge of Aboriginal language and culture is an asset

SALARY RANGE: \$33,707.76 - \$50,060.03 d.o.q. per annum: salary will be pro-rated to the length of the term position. This position is also entitled to a Northern allowance equal to an additional five percent (5%) of the salary.



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HOURS OF WORK: 40 hours per week – Monday-Friday

HOW TO APPLY:

Applicants must demonstrate in their resume or cover letter how they meet the requirements of the position, quoting the competition number.

COMPETITION NUMBER: 2660.03.17

CLOSING DATE: interested candidates are requested to submit a resume by **12:00 noon March 27/17.**

Please forward a cover letter and resume (in word or PDF format) prior to the closing date, to:

Macdonald Youth Services – Kisewatisiwin Program

102-83 Churchill Drive

Thompson, MB R8N0L6

Fax: 204.778.7778

Email: northern.careers@mys.mb.ca

Online: <http://www.mys.ca/join/types-of-opportunities>

MYS is an equal opportunity employer, Aboriginal persons, women, visible minorities and persons with disabilities are encouraged to apply.

MYS is committed to developing and retaining a diverse workforce. All job offers are conditional upon providing the following satisfactory, and current (within 3 months) background checks: Child/Adult Abuse Registry Check; Prior Contact Check; and Criminal Record Check with Vulnerable Sector Search. We thank all applicants for their interest, but only those selected for an interview will be contacted. For further information about our other employment and volunteer opportunities please visit our website www.mys.ca.