



**Assiniboine
College**

PEOPLE MAKE IT HAPPEN.

Maintenance Assistant

Facilities

Casual

Brandon, MB – North Hill Campus

Comp #48-26/27

Salary: \$21.52 to \$26.04 hourly

Classification: Maintenance Assistant

For over 60 years, Assiniboine College has been providing exceptional learning experiences, while transforming lives and strengthening Manitoba through applied education and research. Our future success rests on our ability to develop a sustainable Thriving Workforce that is unified in moving forward for the benefit of the college and Manitoba. Our culture is built on our principles for continued success: Creativity, Collaboration, and Courage.

Reporting to the Facilities Manager, the Maintenance Assistant is responsible for providing general building and grounds maintenance, conducting minor repairs, and performing custodial duties as needed across all college campuses. This position involves semi-skilled work, typically under direct supervision, but may also include completing routine tasks independently. All work must adhere to safety regulations and procedures, particularly when operating machinery and equipment.

Key Responsibilities:

- ▶ Perform routine maintenance and general repairs to buildings, equipment, and mechanical systems, including carpentry, plumbing, and related tasks.
- ▶ Maintain campus grounds and outdoor areas seasonally, including snow removal, lawn care, landscaping, and upkeep of related equipment.
- ▶ Clean and maintain sidewalks, roadways, entrances, parking areas, and outdoor spaces, including the removal of garbage and debris.
- ▶ Assist tradespeople, Power Engineers, contractors, and other Facilities staff with maintenance, repairs, and improvement projects.
- ▶ Safely operate, clean, and maintain vehicles, machinery, hand tools, and power equipment.
- ▶ Perform custodial duties, maintain departmental inventory and supply, and transport furniture, equipment, and other materials as required.
- ▶ Maintain accurate maintenance records and reports in the CMMS, support campus grounds improvements, and perform other duties as assigned.

Qualifications:

- ▶ Minimum of a high school diploma or an acceptable certificate of qualification below the journeyman level.
- ▶ Experience in property maintenance, general construction, or a related residential, commercial, or civil environment.
- ▶ Basic working knowledge of plumbing, carpentry, mechanical systems, small engines, landscaping, and general repairs.
- ▶ Valid Class 5 or higher driver's licence, with the ability to work outdoors in all seasons and perform physically demanding duties.



- ▶ Ability to safely operate and maintain a variety of vehicles, machinery, hand tools, and power equipment, including loaders, tractors, forklifts, mowers, snow blowers, and tillers.
- ▶ Self-motivated and able to work independently, with demonstrated initiative and leadership; knowledge of WHMIS and digital work order/CMMS systems is an asset.
- ▶ Valid First Aid and/or Fall Protection certification and experience with small engine and power tool repairs are considered assets.

This competition will remain open until the position is filled.

Discover full details about the position in the attached Job Description.

Why Join Us?

Working Together:

Be part of a collaborative and inclusive environment that values teamwork and positive employee relations. Together, we paddle collectively toward our mission.

Growing Together:

We invest in our employees' future through succession planning, forward-looking recruitment, and supportive development programs. At least 4% of payroll is dedicated to staff and professional development.

Forward Together:

As we navigate rapid technological changes, we prioritize resilience and wellness among our faculty and staff, helping them become the leaders Manitoba

Our Principles for Continued Success:

- ▶ **Creativity:** We foster an environment that supports and unleashes the creativity of our faculty and staff.
- ▶ **Collaboration:** Teamwork, purposeful connections, and community building are critical to achieving our collective potential.
- ▶ **Courage:** Our faculty and staff embrace their roles as community leaders, boldly taking risks to build a strong future for Manitoba

Commitment to Diversity:

Assiniboine College is committed to creating a barrier-free environment that emphasizes the value of diversity and promotes full participation. We welcome applications from all qualified candidates who are legally entitled to work in Canada, including Indigenous peoples, persons of all abilities, members of visible minorities, all genders, and sexual orientations.



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How to Apply:

If you are interested in this career opportunity, please email your resume and cover letter with reference to this competition to careers@assiniboine.net. We thank all applicants for their interest; only those selected for further consideration will be contacted.

For accommodations or alternative formats, contact careers@assiniboine.net or 204 725 8729.

Assiniboine College is privileged to provide learning opportunities on the lands of the Dakota Oyate, Nakoda Oyate, Ininiwak, Nehethowak, Nehiyawak, Anishininewuk, Denesuline, Anishinaabeg, and the National Homeland of the Red River Métis.