



**ST. JAMES-ASSINIBOIA  
SCHOOL DIVISION**

# NON-TEACHING VACANCY

**INSTRUCTIONS:**

Application/Transfer forms are available on the School Division website at [www.sjasd.ca](http://www.sjasd.ca)

A separate application is to be submitted for each job vacancy.

NOTE: Applicants should consider the position filled if they have not been contacted within one month from the closing date shown on the posting.

Job Vacancy #	041
Application Deadline	Open Until Filled
Employee Group	CUPE - REPOSTED
Classification	Caretaker (87.5%)
Location	Ecole Assiniboine
Hours of Work	7:00 a.m. - 3:00 p.m. - Monday to Friday
Wage or Salary	\$26.99 per hour
Start Date	ASAP
Probation Period	6 Months (Internal Staff – 3 Month Trial Period)

**DUTIES:**

As described in School Division Policy no. AP4-1 (Caretaker Job Description).

**QUALIFICATIONS:**

- High school diploma plus a valid 5th Class Power Engineer License is required to carry out the HVAC requirement of the job.
- Internal candidates who have completed a 5th Class Power Engineering course (with or without boiler hours) may be considered for a conditional employment following a commitment to obtain 5th Class License within two years.
- 1-3 years experience in plant operation, building and grounds maintenance is required to carry out the mechanical functions of the position.
- 1-2 years current skill and knowledge of commercial cleaning techniques is required.
- Basic computer skills.
- Ability to understand and follow written and oral instructions.
- Ability to write reports and keep records.
- Ability to deal effectively with the public and school staff.
- Physically able to perform assigned duties.
- Must have and maintain a valid Manitoba Driver’s License.

**PLEASE COMPLETE DIVISION APPLICATION/TRANSFER FORM WHEN APPLYING FOR A POSITION.**

**APPLY TO:**

Email: [cupepostings@sjasd.ca](mailto:cupepostings@sjasd.ca)

*The St. James-Assiniboia School Division is proud to employ staff who represent the diverse community it serves and is committed to providing an inclusive and barrier free work environment. If you need to be accommodated during any phase of the hiring process, please contact Human Resources to request special accommodation. All information received relating to accommodation will be kept confidential.*

April 4, 2024