



CAREER OPPORTUNITY

EXTERNAL ONLY

Classification: Field – Level 3

Title: Residence Caretaker & Campus Attendant

Location: Meadow Lake

Competition #: 87-ML-2425

Date Posted: March 19, 2025

Closing Date: Open Until Filled

Start / End Date: ASAP
Full-Time, Permanent

Starting Wage: 25.64/hour
As per the Collectively Bargained Agreement

The commencement of this position is subject to funding decisions, which are beyond the control of North West College, and therefore subject to change. This is an in-scope position. Internal applications from NWC staff with seniority will be considered prior to outside applicants.

Main Responsibilities:

This position dually reports directly to the Facilities Manager, and on-site Campus Manager, the position is responsible for overseeing the cleanliness, maintenance, repair and safety in and around the student residence. The position responds to emergency calls for service and works closely with employees, the campus manager and tenants to resolve problems to ensure efficient and safe operations. The position is also required to provide support, complete preventative maintenance tasks and other related duties at the College Campus building. This position:

RESIDENCE RESPONSIBILITIES

- Ensuring proper maintenance procedures are followed, all cleaning duties are performed to establish standards, facilities, equipment and grounds meet required health, safety and fire regulations.
- Assessing damages and performing minor maintenance and cleaning of student housing units upon turnover.
- Preventative maintenance inspections and related tasks for building infrastructure, systems, equipment and grounds are completed.
- Complete, maintain, and submit detailed records of preventative maintenance tasks, work order requests, resident activity and repairs.
- Serve as a resource for building occupants by keeping them aware of conditions that affect their environment. Provide information relating to the maintenance of the facility.
- Serve as the on-site point of contact for occupants and visitors to the building.
- In collaboration with the Facilities Manager and / or the Campus Manager, liaises with contractors completing work at any of the Meadow Lake based facilities.
- Implementing emergency protocols.
- Maintain secure storage and inventory of custodial supplies and equipment.
- Conduct necessary cleaning duties, minor patching and painting, assemble furniture and equipment as required.
- Attend to seasonal ground maintenance, snow removal, grass cutting and litter pickup as required.
- Assist the Facilities Manager in maintenance planning.
- In collaboration with the Administrative Support - Administration & Bookstore, maintains a key control system for the Meadow Lake Campus and Residences.

Other duties as assigned.

CAMPUS RESPONSIBILITIES

- Site safety: ensuring emergency exits, evacuation routes, and emergency equipment are not obstructed and are clearly designated.
- Complete, maintain, and submit detailed records of preventative maintenance tasks, work order requests, resident activity and repairs.
- Report and respond to emergency calls for custodial assistance.
- Maintain secure storage and inventory of custodial supplies and equipment.
- Assemble furniture and equipment as required.
- Assist with on campus, rural classroom and event setup as required.
- Perform regular cleaning and taking the vehicles to auto mechanic shops for regular maintenance and repairs for the Meadow Lake Campus vehicles.
- Assist the Facilities Manager and Meadow Lake Campus Manager in maintenance planning.
- Other duties as assigned.

Qualifications, Skills, Abilities and Experience:

- A minimum of a secondary school grade 12 level of education.

- Have or be willing to obtain within 18 months of employment:
 - Aerial Platform Training
 - Fall Arrest Training
 - Skid Steer Operation Certification
 - Fireman Boiler Operator Certificate
- A minimum of one-year of experience in a facilities maintenance role including minor and routine maintenance, grounds keeping and landscaping.
- WHMIS Certification
- Ability to apply sanitation principles, clean and maintain the facilities and equipment in accordance with Industry best practices.
- Ability to maintain confidentiality regarding information of the organization.
- Knowledge of, and ability to operate standard office administration, computer software programs and applications including word processing, e-mail, databases, and internet.
- Ability to work co-operatively with others and perform duties in a courteous, tactful and respectful manner.
- Ability to listen, comprehend and ask clear concise questions to obtain relevant information and respond to inquiries from staff.
- Ability to work in a multi-cultural environment and respect diversity and individual dignity.
- Knowledge of routine maintenance and operation of landscape equipment such as skid steer, riding mowers, snowblowers etc.
- Demonstrated ability to work with minimum supervision using sound judgment and decision-making skills.
- Ability to initiate and maintain records and operational systems logs and independently prepare reports.
- Ability to plan, organize, schedule and prioritize work and perform effectively taking into account interruptions, conflicting and changing priorities and application of deadlines.
- Ability to identify the need for development and modification of procedures to improve consistency, efficiency and effectiveness and to ensure compliance with safety standards.
- Ability to adapt and respond to various situations as they arise.
- Physical ability to perform standard caretaking and maintenance duties, including but not limited to standing, walking, carrying, bending, stooping, climbing, lifting and moving heavy objects and operating machines and equipment.
- Valid Saskatchewan driver's license; as travel will be required.
- Must be able to work scheduled hours including shift and weekend work when applicable.
- Must be bondable.
- Satisfactory and recent criminal record check.
- Exposure to working in all elements of outdoor weather.

If you are interested in this position with the College, please complete an application for Employment. The application is located on the website at www.northwestcollege.ca. Please provide a letter to Human Resources outlining how you meet the qualifications, knowledge, education and skills as identified in the posting.

Submit Applications to:

Human Resources
 North West College
 10702 Diefenbaker Drive
 North Battleford SK S9A 4A8
 Fax:306.445.2254

Please Quote Competition #87-ML-2425

NWC thanks all those who applied however only those selected for an interview will be contacted.

Email: nwrccareers@northwestcollege.ca