



Competition # 25-027

**ASSISTANT FACILITIES MANAGER
Miramichi Education Center
Pay Band 3 SBO (\$46,774 – \$73,398 annually)**

As part of the facilities team, the Assistant Facilities Manager is responsible to assist the Facilities Manager in planning and maintaining plant operations and maintenance of schools and other district properties. You will perform a wide variety of duties using independent judgment, initiative and discretion at all times.

Travel throughout Anglophone North School District will be required. Successful candidate may be required to provide their own motor vehicle for travelling in the performance of their regular duties and shall be paid in accordance with the applicable Board of Management Travel Policy. This position is based out of Miramichi are but subject to change depending on operational requirements.

Tasks

- Under the direction of the Facilities Manager, the Assistant Manager is expected to ensure that all schools and related buildings are providing a safe and healthy environment for students, employees and guests.
- Respond appropriately to school administrators, and teachers as required on issues that affect school-building performance.
- Be responsible for daily operations related to the administration of the overall physical plant and management of the computerized Maintenance Management System (Megamation), including the assignment and prioritization of repair projects within the district.
- Participate in Health and Safety and Labour/Management meetings as requested by the Manger.
- Conduct technical evaluation of physical plant problems and assign appropriate maintenance personnel.
- Respond to inquiries and concerns related to facilities.
- Assist in the preparation of tenders.
- Other duties may be assigned.
- Shift work. This position will be shift work consisting of days and evenings.
- Primary focus is managing custodial staff and all related duties and equipment.
- Will be responsible to manage custodial budget.
- Heavy Lifting of supplies and equipment.

Qualifications:

- Graduation from community college in the field of architectural or engineering technology.
- Minimum of 3 years' experience related to the management of a physical plant, or any equivalent combination of training and experience.
- Demonstrated computer literacy with strong skills in all MS Office products.
- Exceptional written, organizational, interpersonal and communication skills.
- Written and spoken competency in English is required.
- A combination of education and experience maybe considered.

Salary:

In accordance with the Public Service Alliance of Canada (PSAC) Collective Agreement and based on a minimum of 36.25 hours/ week.

This is an open competition; however, in accordance with the PSAC Union Collective Agreement, should unionized employees under this bargaining group apply, they shall be selected based on skill, ability, competence and qualifications. Where skill, ability, competence, and qualifications are relatively equal amongst union applicants, the vacancy will be filled based on seniority within the bargaining unit. If there are no union applicants, the position will be filled from qualified applicants for this competition. Applicants must clearly demonstrate the essential qualifications to be given further consideration. Subject to the response of this competition, education and/ or experience requirements may be changed.

Thank you in advance for applying. Only those selected for an interview will be contacted. Criminal record check will be required as a condition of employment for the successful candidate as well as two (2) reference by a current supervisor in a related field. .

Please apply directly online at <https://asdn.simplification.com/> Competition closes Friday, January 31, 2025, at 12:00 PM

We are an Equal Opportunity Employer, and we promote a scent-free environment.



ANGLOPHONE NORTH SCHOOL DISTRICT
