



## ANGLOPHONE NORTH SCHOOL DISTRICT

**Competition # 26-251**  
**ASSISTANT FACILITIES MANAGER**  
**Bathurst Education Centre**  
**Pay Band 4 SBO (\$62,868– \$86,918 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.

### **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 parents, 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 (MPC), including the assignment and prioritization of repair projects within the District.
- Participate in Health and Safety and Labour/Management meetings as requested by the Manager.
- 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.

### **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 may be considered.

Applications must include a current resume and the names of three work-related references.

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) references by a current supervisor in a related field.

Please apply directly online at <https://asdn.simplification.com/> Competition closes Friday, August 28, 2026, at 12:00 PM (NOON)

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