



# Employment Opportunity

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**Position:** Maintenance Coordinator

**Location:** Kenora Campus

**Start Date:** As soon as possible

**Deadline:** Ongoing until filled

**Duration:** Permanent Full-Time

**Wage:** \$35.02/hr, based on a 35-hour work week. Vacation Leave, competitive benefits package and registered pension plan included.

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**How to apply:** Please send a cover letter, resume, and three employment-related references (one of which must be from a current/recent supervisor) via one of the following: **Email is preferred.**



**Email:**

Attn: Human Resources Department  
[human.resources@7generations.org](mailto:human.resources@7generations.org)



**Mail:**

Attn: Personnel Committee  
Seven Generations Education Institute  
1452 Idylwild Drive, PO Box 297  
Fort Frances, ON, P9A 3M6



**Fax:**

Attn: Personnel Committee  
(807) 274-8761

Please direct any questions regarding this opportunity to Marc McPherson, Director of Facilities at [marcm@7generations.org](mailto:marcm@7generations.org)

We would like to thank everyone for their application, but only those individuals selected for an interview will be contacted. Accommodation in the recruitment process is available upon request by contacting Human Resources.

Applicants who are members of one of the ten governing communities of SGEI are asked to identify this in their application.



# Maintenance Coordinator

## Job Description

### General description

Under the supervision of the Facilities Manager, the Maintenance Coordinator is responsible for performing and, or arranging for all maintenance to the building(s), grounds and any related equipment at the campus. The coordinator will assist with Health and Safety meetings and inspections. The coordinator must be able to prioritize work requests at the campus in order to ensure smooth operations, and long term stewardship of the facility. The incumbent may be assigned to do system maintenance work as required by the Facilities Manager.

### Qualifications and skills requirements

1. Completion of Secondary School Diploma and valid trade certificate in carpentry, electrical, mechanical, or other related discipline.
2. Three years of experience in building maintenance.
3. Knowledge of, and experience using work order systems and related software applications.
4. Ability to use email, word processing and spreadsheet software at a basic level.
5. Experience in minor electrical work, minor plumbing, minor carpentry repairs and simple construction projects.
6. Ability to install doors, windows, trim, electrical fixtures and plumbing fixtures required. The incumbent will demonstrate attention to detail and high-quality workmanship.
7. Working knowledge of building, electrical and fire codes as applicable.
8. Strong interpersonal skills and must be able to work independently and in a team environment.
9. Excellent organizational and time management skills are essential.
10. Ability to communicate effectively both verbally and in writing.
11. Understanding of procurement processes and contracts.
12. Knowledge of Occupational Health and Safety Act, and safe working practices. Ability to work in compliance with all applicable legal and regulatory requirements.
13. Joint Health and Safety Committee certification required.

**Supervisor:** Facilities Manager

### Job duties/responsibilities

#### Major

1. Communicate with the Facilities Manager and custodial staff daily to ensure safe and secure facilities, equipment and grounds.
2. Seek appropriate guidance from the Facilities Manager with regards to ensuring compliance with applicable legislation and regulations.



3. Perform maintenance and repairs to the campus systems, including but not limited to electrical, plumbing, heating, furnishings, equipment, air handling apparatus, glazing, roofing, septic and underground wells, when required.
4. Maintain systems to provide for regular preventative maintenance, work order systems, and related records.
5. Support any capital planning or asset management planning activities as required by the Facilities Manager and/or Director of Facilities.
6. Ensure that all work is completed in compliance with all Occupational Health and Safety requirements.
7. In accordance with SGEI policy, and as directed by the Facilities Manager, request quotations for all services required to maintain the campus.
8. Interpret problems and apply skills, knowledge and judgment to troubleshoot and correct situations.
9. Build, repair and install furnishings and equipment to the expected standard, as required
10. Perform minor repairs and construction, as required.
11. Use a purchase order system to purchase materials, supplies and equipment for repairs, construction and maintenance. In accordance with SGEI policy, advise and seek approval from the Director of Facilities when more significant expenditures are required.
12. Attend to emergency calls from the Facilities Manager, Fire or Police Department, as required.
13. Prepare reports as required (i.e. vandalism report, energy consumption, repairs, equipment service and maintenance log, etc.).
14. Transport or assemble equipment, furniture and supplies as required.
15. Responsible for operating and maintaining vehicles in a safe manner.
16. Ensure building security is maintained and that burglar and fire alarms are functioning. Investigate unauthorized activities in or on school grounds and report subsequent problems to the Director of Facilities and proper authorities, including vandalism, break-ins and fire alarms.
17. Other related duties as assigned.

## Relationships

### *Internal*

1. Maintain communication with Facilities Manager and Director of Facilities.
2. Communicate with other Directors and staff to determine facility needs.
3. Part of Joint Health and Safety Committee.

### *External*

1. Maintain a friendly and cooperative attitude when dealing with students, staff and sub-trades

## Working conditions

- Moderate physical activity for extended duration or periods of heavy activity for a moderate duration.
- May occasionally require heavy physical work; heavy lifting, pushing, or pulling required of objects over 50 pounds.



- Required to work in awkward positions for extended periods of time to complete repairs.
- Work environment involves frequent exposure to hazards or physical risks, which require following specific safety precautions including use of provided personal protective equipment and standard operating procedures.
- On occasion may be potentially exposed to behaviourally difficult or violent clients / students.
- Work may involve occasional exposure to unusual elements, such as working at heights, extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.
- May be required to work on evenings and weekends to respond to emergency callouts.
- A high degree of concentration is required for short durations to complete complex repairs. On most days, moderate concentration is necessary for periods of prolonged duration.
- Outdoor work is required with occasional exposure to disagreeable climate conditions. On rare occasions, will be required to complete repairs in extreme conditions.
- May be required to travel to other campus locations to complete repairs or support maintenance projects.

### **Conditions of Employment**

- This position requires a satisfactory Criminal Reference Check with a Vulnerable Sector Check as they will interact students and will frequently work on a one-on-one basis with staff who are under 18.
- Valid Class 'G' Drivers License and access to a reliable vehicle is required.

Reviewed: February 2026