



**Voyageur Memorial School
Cree School Board
232 Mistissini Blvd.
P.O Box 1874
Mistissini, Québec
G0W 1C0
Tel : 418 923-3485 Fax : 418 923-3302**

INTERNAL POSTING

The **CREE SCHOOL BOARD - EYYOU CHISKOTAMACHAOUN** is a Cree controlled school board responsible for the education of Northern Quebec Cree People, with special powers, duties and unique goals and objectives to deliver educational services for: Whapmagoostui, Chisasibi, Wemindji, Eastmain, Waskaganish, Nemaska, Waswanipi, Mistissini and Ouje-Bougoumou.

The **CREE SCHOOL BOARD**, a **CREE** entity created in 1978 by virtue of the James Bay and Northern Quebec Agreement, invites applications for the position of:

**CARETAKER – NIGHT - REPLACEMENT
POSTING VMS - 722
MISTISSINI - VOYAGEUR MEMORIAL SCHOOL**

NATURE OF THE WORK

The Principal and customary work of an employee in this class employment consists in being responsible for the carrying out the maintenance work as well as the preventive and physical upkeep of an educational institution or building, and being responsible for a total area equal to or greater than 9 275 m².

The role also consists in organizing and carrying out such work as well as organizing, coordinating and overseeing the work carried out by members of a team for whom he or she is responsible.

In addition, he or she performs the characteristic functions of the class of employment of maintenance workman, class 11

CHARACTERISTIC FUNCTIONS

The employee in this class of employment acts as team leader. In this respect and according to the schedule established with his or her superior, he or she organizes, coordinates and oversees all maintenance work as well as the preventive and physical upkeep carried out by the members of a team. He or she gives his or her opinion and reports on the quality of the work.

He or she must ensure the cleanliness of the premises. In this respect, he or she organizes and carries out maintenance work by performing, along with the members of a team, maintenance workman, class 11 duties; he or she ensures that maintenance apparatus and equipment are kept in good condition.

He or she must ensure that the building and its equipment are in good condition. He or she ensures the inspection and verification of the lighting, heating and ventilation systems; he or she ensures the operation of heating equipment which does not require the presence of a stationary engineer. He or she carries out or ensures that the required preventive upkeep is carried out; he she carries out or ensures that minor temporary repairs are carried out; he or she reports any breakdown detected and ensures that the necessary repairs are carried out; he or she follows up the work of specialized or nonspecialized workmen. He or she repairs doors, windows and furniture; he or she ensures the assembly and installation of material.

He or she takes all the necessary measures to ensure adequate security against fire and theft. In certain specific cases and, as required, he or she ensures the monitoring of the comings and goings of visitors, students and staff. If need be, he or she ensures the preparation of rooms and halls.

In keeping with the procedure established, he or she orders or purchases materials, products and equipment required for maintenance work carried out by the team; he or she keeps an inventory; he or she ensures that the standards respecting the safe use, storage and disposal of products are respected.

He or she makes suggestions and recommendations concerning products, materials, equipment and work methods.

He or she coordinates, supervises and oversees the work of other nonspecialized employees;

He or she may be required to use a computer and the necessary software to perform his or her duties.

If need be, he or she performs any other any other related duty.

REQUIRED QUALIFICATIONS

Experience

To have three (3) years of pertinent experience.

Practical Skills

- Have a general knowledge of the operation of heating ventilation, lighting and alarm Systems that a caretaker oversees.
- Have a basic knowledge of the main building trades.
- Experience in management of cleaning supplies and equipment.
- Must have a valid Driver's License

PLACE OF WORK:

Mistissini - Voyageur Memorial School

EMPLOYMENT CONDITIONS

Duration:	Full-time Regular - Replacement 38.75 hours/week (Ending September 11, 2020)
Starting Date:	As soon as possible
Salary:	\$ 21.44
Northern Allowance:	\$ 8,484.00 Single rate \$ 13,573.00 Dependent rate
Evening premium:	\$ 0.72

Interested candidates should forward in complete confidence their Curriculum Vitae before: **Wednesday, July 29, 2020 @ 12:00 PM:**

**Andy Baribeau
Community Education Administrator
Voyageur Memorial School
232 Mistissini Blvd.
Mistissini Lake, Québec
G0W 1C0**

Please indicate posting #: VMS-722

POSTING PERIOD

**Beginning of posting: Thursday, July 16, 2020
End of posting: Wednesday, July 29, 2020**

In the above text, the masculine form also includes the feminine form.