



## Bigstone Cree Nation Education Authority

*Oski Pasikoniwew Kamik*

### Employment Opportunity



## Director of Operations & Maintenance & Safety

**Bigstone Education Authority** is seeking a self-motivated, experienced and reliable individual for the position of **Director of Operation & Maintenance & Safety** in **Wabasca, Alberta**. This incumbent will be responsible for organizing, and planning repairs, maintenance, groundskeeping and the health and safety program for Bigstone Education Authority and Oski Pasikoniwew Kamik.

### Primary Responsibilities Include:

- Plan, schedule and assign staff to various maintenance, repair, ice and snow removal, renovation and building safety tasks.
- Make determination about scope of maintenance and/or repair activities and decide which can be accomplished by in-house maintenance staff and which are to be contracted out.
- Inspect work performed by maintenance staff and/or private contractors to ensure maintenance repairs and groundskeeping procedures are being followed, check for safety and hazards and make recommendations for correction and improvements.
- Inspecting the school building, grounds and installations on a regular basis ensures compliance with building codes and regulations and that high standards of workmanship, cleanliness, safety and security are maintained.
- Participate in strategic planning for the school and set goals for the department to support the strategic plan.
- Inspect and supervise the maintenance of boilers and related heating and ventilating system equipment.
- Maintain, review, and update occupational health and safety procedures and school safety response plans to support compliance with regulatory requirements, along with supporting opportunities for improvement, as well as implementation of preventative and corrective actions as required
- Managing fire, security and mechanical alarm response.
- Develop and Implement safety and security protocols to ensure a safe school environment.
- Oversee and participate in security inspections of the school.
- Responsible for and oversees school safety drills, i.e. fire drills.
- Perform other related duties as assigned by the Chief of Operation or Chief Executive Officer

### Qualifications

- Journeyman ticket in Carpentry and/or Electrical and Plumbing is preferred but will consider equivalent education and work experience.
- Certified valid up to date NCSO for Alberta would be considered an asset
- Minimum of 5 years supervisor experience
- Knowledge and experience with budget management.
- Knowledge of computer software (Excel, Word, google docs, gmail)
- Sound analytical thinking, planning, problem solving, prioritization and execution skills
- Ability to develop strong working relationships with employees and management.
- Connectedness to or willing to learn more about the Sakaw Cree Language and Culture
- Current Criminal Record Check, Vulnerable Sector Check and Child Welfare Intervention Check

**Closing Date:** June 23, 2022

**Please submit cover letter, resume, supporting documents and references in confidence to:**

**Tammy Bigstone - Human Resources**

**Email:** [tammy.bigstone@bigstoneeducation.ca](mailto:tammy.bigstone@bigstoneeducation.ca)

**Mail:** P.O. Box 870, Wabasca, Alberta, T0G 2K0

**Fax:** 780-891-2178

**Or drop off in person at :** Suite #8 911 Mistassiniy Road S

*Thank you in advance to all who submitted an application. Only those selected for an interview will be contacted.*