

# Medicine Hat Catholic Board of Education



## Competition #394 General Maintenance 1.00 FTE – 07:00-16:00 weekdays at the Catholic Education Centre

Start Date: August 3, 2021

Closing Date for Applications: Friday June 11, 2021 @ noon

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Medicine Hat Catholic Board of Education is a publicly funded, vibrant part of the public education system in Alberta serving 2600 students in 9 schools with 350 employees. We are dedicated to providing the highest quality Catholic education in faith based classrooms in partnership with *Family, Church and Community*.

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**Description:** The ideal candidate should possess a combination of education and experience that would serve to enhance schools, staff and students.

**The successful candidate must:**

- Inspect equipment and perform basic repairs or preventative maintenance
- Be able to perform all aspects of the role (i.e. lift 80 lbs required)
- Possess strong time management and organizational skills
- Be self-directed, independent and highly motivated with the ability to work under minimal supervision
- Have strong interpersonal and communication skills

**Qualifications and Skills:**

- Previous experience in maintenance required with a preference given to applicants with skills in trades (Journeyman certification is not required)
- Proficient with various hand and power tools and be able to read blueprints and repair manuals
- High school diploma preferred
- Knowledge of Workplace Hazardous Materials Information System (WHMIS) and workplace safety
- Competent in the use of Technology (Google e-mail and internet navigation)

As part of a commitment to Catholic education for the students of the Medicine Hat Catholic Board of Education, and as a condition of employment, an individual taking employment within the Division, will undertake to follow, both in and out of your employment with the Division, a lifestyle and deportment in harmony with Catholic Church practices and beliefs which include, among other things, living in harmony with the principles of the Gospel and teachings of the Catholic Church.

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**For more information, or to request a job description, please contact: Mr. Francis MacQuarrie, Facilities and Operations Supervisor at (403) 502-8358.**

Reply with Cover Letter, Resume, and [Support Staff Application Form](#), along with current pastoral reference (if available) to [resumes@mhcbe.ab.ca](mailto:resumes@mhcbe.ab.ca). Please reference the Competition # on the cover letter. A [Criminal Records Check](#) and [Alberta Child Services Intervention Record Check](#) will be required upon commencement of employment.

Visit us at [Medicine Hat Catholic Board of Education](#)  
Great Schools – Fantastic Staff – Exceptional Student Programming

**We thank all those that apply. Only those selected for an interview will be contacted.**