



Facility Maintenance and Health & Safety Manager

Cadotte Lake School & Teacher Housing

Woodland Cree First Nation Education Authority (WCFNEA)

 Cadotte Lake, Alberta

 Open until filled | Start date: Immediately

 On-site residency required

About Us

The Woodland Cree First Nation Education Authority (WCFNEA) is responsible for delivering high-quality, culturally grounded education and operational services for Woodland Cree First Nation. We oversee Cadotte Lake School, staff housing, and community-based education infrastructure that supports students, families, and educators.

We are seeking a Facility Maintenance and Health & Safety Manager to provide leadership, coordination, and hands-on oversight of school facilities, teacher housing, and custodial services. This is a key leadership role that ensures safe, well-maintained, and welcoming environments for learning and living.

Position Overview

The Facility Maintenance and Health & Safety Manager is responsible for the overall maintenance, safety, and operational integrity of:

- Cadotte Lake School
- Approximately 25 teacherage rental properties
- Custodial and grounds services

This role requires living on site at Woodland Cree First Nation in Cadotte Lake, Alberta, and working closely with Education leadership, contractors, and community partners.

Key Responsibilities

Facilities & Maintenance Management

- Oversee day-to-day maintenance and long-term upkeep of school and housing facilities
- Develop and implement preventive maintenance schedules and inspection checklists
- Coordinate and supervise contractors, trades, and service providers
- Manage emergency repairs and on-call responses as required
- Monitor utilities, building systems, and equipment performance

Health, Safety & Compliance

- Lead Occupational Health & Safety (OHS) compliance across all facilities
- Conduct regular safety inspections, risk assessments, and hazard reporting
- Maintain safety documentation, logs, and incident reports
- Ensure compliance with applicable provincial, federal, and First Nation standards
- Support emergency preparedness and response planning

Custodial & Grounds Oversight

- Supervise custodial services to ensure clean, safe, and well-maintained environments
- Set cleaning standards and schedules for school and housing facilities
- Oversee seasonal grounds maintenance (snow removal, landscaping, site safety)

Leadership & Collaboration

- Work collaboratively with school administration and WCFNEA leadership

- Support respectful relationships with staff, tenants, contractors, and community members
 - Contribute to budget planning, purchasing, and asset management
 - Uphold Woodland Cree First Nation values, protocols, and community expectations
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Required Qualifications & Experience

- Proven experience in facility maintenance, property management, or building operations
 - Demonstrated knowledge of Occupational Health & Safety practices
 - Experience managing multiple buildings or housing units
 - Strong organizational, problem-solving, and leadership skills
 - Ability to work independently and respond to urgent issues calmly and effectively
 - Valid driver's license
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Preferred Assets

- OHS certification or safety leadership training
 - Trade certification or technical background (carpentry, electrical, plumbing, HVAC, etc.)
 - Experience working in First Nation, rural, or remote communities
 - Familiarity with school or public-sector facilities
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Residency Requirement

This position requires the successful candidate to live on site at Woodland Cree First Nation in Cadotte Lake, Alberta. Housing arrangements will be discussed during the hiring process.

Why Join WCFNEA?

- Play a vital role in supporting student learning and staff wellbeing
- Work in a community-focused, mission-driven organization
- Competitive compensation based on experience
- Opportunity to lead, innovate, and make a lasting impact

How to Apply

Interested candidates are invited to submit:

- A resume
- A brief cover letter outlining relevant experience and interest in the role

 Email applications to:

hr@cadottelakeschool.ca

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