



Maintenance Coordinator

Facilities • Adult Learning Centre • Cadotte Lake School • Teacherage Housing

Employer	Woodland Cree First Nation Education Authority (WCFNEA)
Service area	WCFN Adult Learning Centre, Cadotte Lake School, and approximately 40 teacherage housing units
Reports to	Director of Education or designate
Position	Full-time, site-based
Start date	Immediately
Closing date	Posted until a suitable candidate is found

The Opportunity

WCFNEA is seeking a dependable, practical, and service-oriented Maintenance Coordinator to oversee the day-to-day care and long-term maintenance of education facilities and staff housing within Woodland Cree First Nation. The position supports the WCFNEA Adult Learning Centre, Cadotte Lake School, and approximately 40 teacherage housing units.

The successful candidate will combine hands-on maintenance ability with strong planning, organization, record keeping, communication, and contractor coordination. The Maintenance Coordinator will help ensure that buildings and housing units are safe, functional, clean, secure, and ready to support students, staff, tenants, and community programming.

What You Will Bring to the Role

- Practical knowledge of facility and residential housing maintenance, including the ability to identify problems, complete routine repairs, and determine when a licensed trade or specialist is required.

- Strong organization and follow-through, with the ability to prioritize urgent repairs while maintaining a preventive maintenance schedule across several sites and approximately 40 housing units.
- A commitment to safety, respectful tenant service, responsible use of resources, and clear communication with staff, residents, contractors, and leadership.
- The ability to work independently, respond calmly to urgent situations, and maintain accurate maintenance, inspection, inventory, warranty, and purchasing records.

Key Responsibilities

1. Facility and Housing Maintenance

- Coordinate and complete routine maintenance and minor repairs at the Adult Learning Centre, Cadotte Lake School, and teacherage housing units.
- Inspect and support the maintenance of plumbing fixtures, heating and ventilation systems, doors, locks, windows, walls, flooring, lighting, appliances, cabinetry, washrooms, drainage, and building exteriors within the limits of the position's training and authorization.
- Arrange qualified contractors or licensed trades for regulated, complex, hazardous, or specialized work.
- Support housing turnovers, including move-in and move-out inspections, deficiency lists, repairs, cleaning coordination, key control, and unit-readiness checks.
- Respond to tenant and staff maintenance concerns respectfully, document the issue, communicate timelines, and confirm completion.

2. Preventive Maintenance and Inspections

- Develop and maintain annual, seasonal, monthly, and weekly preventive maintenance schedules for facilities, building systems, equipment, grounds, and housing.
- Conduct regular documented inspections to identify safety risks, water damage, mould, leaks, pest concerns, fire hazards, ventilation issues, damage, deterioration, and emerging repair needs.
- Track service dates and warranties for boilers, furnaces, generators, fire and life-safety equipment, appliances, vehicles, tools, security systems, and other assigned assets.
- Prepare facilities and housing for seasonal conditions, severe weather, extended closures, school opening, and special events.

3. Work Orders, Priorities, and Emergency Response

- Receive, assess, prioritize, assign, track, and close maintenance work orders using an organized and transparent process.

- Respond promptly to urgent concerns affecting health, safety, security, heat, water, sanitation, electrical service, building access, or the continuity of school and adult learning operations.
- Participate in a reasonable after-hours or on-call response arrangement for facility and housing emergencies.
- Maintain an up-to-date emergency contact list and ensure leadership is informed of significant risks, service interruptions, damage, and required decisions.

4. Contractors, Projects, and Capital Planning

- Obtain quotes, coordinate site access, provide clear scopes of work, monitor contractor progress, and confirm that work is completed before invoices are approved for payment.
- Support renovation, repair, replacement, and capital projects by documenting needs, timelines, costs, risks, progress, deficiencies, and completion.
- Maintain respectful working relationships with local contractors, suppliers, Nation departments, utilities, inspectors, and service providers.
- Advise leadership on priorities for repair, replacement, lifecycle planning, energy efficiency, and facility improvement.

Key Responsibilities (continued)

5. Safety, Compliance, and Risk Management

- Follow WCFNEA occupational health and safety requirements, safe work procedures, incident-reporting processes, and applicable building, fire, environmental, and public-health requirements.
- Ensure tools, chemicals, ladders, equipment, mechanical rooms, keys, and maintenance areas are stored and controlled safely.
- Use appropriate personal protective equipment and complete hazard assessments before beginning work.
- Immediately isolate or report unsafe conditions and ensure that only appropriately qualified personnel complete regulated trade work.
- Support emergency preparedness, fire drills, evacuation planning, utility shutdown procedures, and recovery from facility-related incidents.

6. Inventory, Purchasing, and Records

- Maintain an organized inventory of tools, parts, filters, bulbs, locks, keys, safety supplies, cleaning and maintenance materials, and replacement equipment.

- Purchase approved supplies and services in accordance with WCFNEA procedures, delegated authority, budgets, and documentation requirements.
- Maintain accurate electronic and paper records for inspections, work orders, purchases, warranties, contractor visits, equipment servicing, housing condition, keys, and asset history.
- Provide regular written updates to leadership on completed work, outstanding priorities, costs, risks, contractor activity, and upcoming maintenance needs.

7. Teamwork and Service

- Work collaboratively with school administration, Adult Learning Centre staff, finance, transportation, custodial staff, housing occupants, and Education Authority leadership.
- Coordinate maintenance work to minimize disruption to teaching, learning, school operations, community events, and residents.
- Treat students, staff, tenants, families, contractors, and community members with professionalism, fairness, discretion, and respect.
- Provide practical direction to maintenance or custodial employees, contractors, and temporary workers when assigned, while supporting a safe and accountable team culture.

Qualifications

Required

- Demonstrated experience in facility maintenance, residential housing maintenance, building operations, property maintenance, construction, or a closely related field.
- Working knowledge of common building systems and repairs, with sound judgment about when work requires a licensed or specialized contractor.
- Ability to organize preventive maintenance, inspections, work orders, contractors, supplies, records, and competing priorities across multiple locations.
- Valid driver's licence and ability to travel between WCFNEA facilities and housing units as required.
- Ability to safely perform the physical requirements of the position, including walking properties, using stairs and ladders, lifting and carrying supplies, working indoors and outdoors, and responding in varied weather, with reasonable accommodation where required.
- Basic computer and mobile-device skills for email, work orders, photographs, spreadsheets, purchasing records, and written reports.
- Ability to provide required employment screening and maintain confidentiality when entering occupied housing units or handling tenant information.

Assets

- Journeyperson certification, apprenticeship experience, building-operator training, facility-management training, or recognized credentials in carpentry, plumbing, electrical, HVAC, construction, property management, or a related field.
- Experience maintaining schools, institutional buildings, community facilities, staff housing, rental properties, or a multi-building portfolio.
- Training in First Aid/CPR, WHMIS, confined-space awareness, fall protection, fire safety, mould and moisture response, asbestos awareness, or occupational health and safety.
- Experience preparing budgets, reviewing quotes, coordinating contractors, supervising workers, or supporting capital projects.
- Knowledge of Woodland Cree First Nation, the local community, and the realities of maintaining facilities and housing in a rural or remote setting.

Immediate operational priority

The Maintenance Coordinator must be able to begin immediately or as soon as mutually arranged. The posting will remain open until WCFNEA identifies a suitable candidate.

How to Apply

Please submit a cover letter and resume outlining your facility and housing maintenance experience, relevant tickets or certifications, availability to begin, and contact information for professional references. Application information is available through www.wcfnea.ca.

Help us provide safe, reliable, and well-maintained places for students to learn, staff to work, and teachers to live.