



The Sacred Heart School of Montreal
3635 Atwater - Mtl, QC - H3H 1Y4
514-937-2845 - sacredheart.qc.ca

The Sacred Heart School of Montreal is an All Girls English Catholic high school, where students and staff from all faiths and backgrounds are welcomed. Located in downtown Montreal, its mission is to nurture the mind, body and spirit of each student in a supportive and caring environment. The School is part of a worldwide network of 151 schools across 40 countries, all of which share common goals, mission and philosophy.

<https://www.sacredheart.qc.ca/philosophy-goals/>

The School is now accepting applications for the following position:

TITLE: Facilities Manager
REPORT TO: Director of Finance
STATUS: Permanent, Full-Time
SCHEDULE: 5 days/week,
6:30 am to 2:30 pm
SALARY: To be discussed
START DATE: June 17/2024

Please send your cover letter and CV at : hr@sacredheart.qc.ca.

We thank all applicants for their interest in this position. However, only chosen candidates will be contacted for an interview.

The selected candidate must undergo a satisfactory background check.

POSITION OVERVIEW:

Responsible for keeping the school and its grounds in a good physical state by planning, overseeing, or executing building maintenance tasks. Oversee the general security of the building.

KEY RESPONSIBILITIES:

BUILDING AND GROUNDS MAINTENANCE:

- Open building in the morning and perform building inspection
- Plan, prioritize and execute repairs and maintenance to the building such as minor carpentry, plumbing, lighting and electrical repairs
- Plan, prioritize and execute minor repairs and maintenance to the school grounds such as fences, outdoor furniture, grass cutting, fall clean-up and winter snow clearing of school entrances
- Oversee work performed by the security guard
- Schedule and oversee regular maintenance or service contracts for heating, security and safety systems
- Supervise work from outsourced cleaning company
- Accompany and supervise external contractors when on school site
- Purchase, pick-up & deliver renovations/construction materials and other supplies and equipment as needed
- Perform renovations and participate in building and maintenance projects
- Move and assemble furniture and equipment
- Perform annual and regular inspection of the building and its grounds to identify deficiencies, prepare a report and prioritize work to be done as per Director of Finance & Head of School
- Assist Director of Finance in evaluating building and maintenance projects costs and feasibility
- Assist Director of Finance in selecting building and maintenance contracts and schedules for work
- Organize and oversee maintenance or renovation projects and give progress reports to Director of Finance & Head of School
- Manage the inventory of cleaning supplies
- Assist in cleaning tasks when needed

OTHER:

- Ensure compliance with workplace safety issues
- Assist in school fire and lockdown drill exercises
- Schedule regular maintenance and repairs of the activity mini-bus and drive it to the garage for inspections or repairs Assist in technical duties such as theatre play set-up or technology installation (ex: smart boards & projection screens)
- Set-up and take-down of events (tables, chairs, podiums, banners, etc.)
- Attend facilities committee meetings and other as required
- Perform traffic control in the morning
- Participate in professional development opportunities as needed

EDUCATION, EXPERIENCE & SKILLS

- Completed High school diploma
- Minimum five years experience in building maintenance, preferably in a school or institutional setting
- Minimum five years experience managing a team of cleaning and maintenance workers
- Driver licence (class 5)
- Driver licences for mini- bus (class 4B) (asset)
- Ability to lift at least 30 lbs
- Proficiency with Word and Excel
- Excellent interpersonal skills (interact effectively with leadership team, faculty and staff members)
- Excellent communication skills (ability to actively listen to leadership team, faculty and staff members)
- Excellent teamwork skills (ability to work collaboratively and collegially with other members of faculty and staff)
- Excellent organizational skills (ability to prioritize work)
- Bilingualism
- Professional manner with a strong customer service orientation
- Strong sense of discretion and confidentiality
- Positive, "can-do" attitude