



REGINA CATHOLIC SCHOOL DIVISION

THE BOARD OF EDUCATION OF THE REGINA ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 81
Kelley Ehman
Director of Education

Ryan Bast
Board Chair

May 11, 2026

Maintenance Shop- Facilities Operation and Equipment Assistant

- Eight- hour position: 7:50am – 4:20pm. The hours of work are subject to change from time to time, and other duties or arrangements that may be assigned by the Manager of Facilities, Operations Supervisor, or Designate.
- Effective start date: **June 1, 2026 or as can be arranged.**
- Salary in accordance with C.U.P.E. Agreement.

Qualifications

- **Fireman's Certificate and a valid Saskatchewan Class 5 Driver's license is required.**
- **A clear driver's abstract from SGI will be required.**
- Good physical condition is required. A complete functional assessment may be required by the successful candidate to ensure capability to perform the duties as listed. The Board will pay for this assessment.
- This position involves the moving of furniture, stages, cabinetry, and miscellaneous maintenance equipment and supplies, as well as the weekly mail run.
- Ability to organize job duties and work without close supervision.
- Ability to perform the duties list on, but not limited to, the Facilities Operations and Equipment Assistant position description.

Applications will be accepted through the [CUPE External Job Application](#) until 2:00 p.m. on Tuesday May 19, 2026.

Position Description

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| Facilities Operation and Equipment Assistant | Reports to | Operations Supervisor, Manager of Facilities |
| | Pay Level | Most recent CUPE Local 1125 Agreement |
| | Employment Term | 12 Months |
| | Revision Date | April 2026 |

In a Catholic environment that fosters collegiality and supports continuous learning, the Facilities Operation and Equipment Assistant assists Facilities personnel in the day-to-day maintenance and operation of division facilities such as general labour, yard work, snow removal, painting, and miscellaneous maintenance.

Required Duties and Responsibilities:

Without restricting the generality of the above-stated basic function, the Facilities Operation and Equipment Assistant shall perform such duties and responsibilities as may be assigned including but not restricted to the following:

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| Catholic Distinctiveness | <ul style="list-style-type: none"> Ensure Catholicism is evident in her/his work both within and outside of the division. Be knowledgeable and supportive of Regina Catholic Schools' policies and expectations. Permeate our Catholic faith in his/her area. Foster Christ-like behavior. Treat all stakeholders as valued people of God. Be fair and understanding, developing relationships to help move people forward. When applicable attend and participate in faith-building activities. Conduct oneself in a Christian manner appropriate to an educational institution. Complete a yearly Catholic Formation goal in the Performance Management Goal Setting document. |
| Primary Duties | <p><u>Building Maintenance</u></p> <ul style="list-style-type: none"> Responsible for general maintenance, cleanup duties and safety checks associated with various divisional facilities Operate light vehicles such as commercial lawn mowers, tractors, small grass cutting/trimming machinery and power tools Assist HVAC Assistant Supervisor with lead roof top unit filter changes as required. Responsible for yard maintenance, installation and repairs of all apparatus and fences Change light bulbs and filters as required Assist with construction and landscape projects as required Move supplies and other building equipment as directed Assist and support the Maintenance shop staff as required. This will include temporary replacement of the Tractor and Truck operator for system deliveries, snow removal and lawn cutting. Work safely, in accordance with Occupational Health and Safety Regulations, Board policy, administrative procedures and directives by supervisors and by good trade practice Maintain a clean and tidy workplace Other support to facilities as required <p><u>Professional Responsibilities</u></p> <ul style="list-style-type: none"> Be willing to engage in lifelong learning with respect to training, in-service and course of study Conduct oneself in a manner appropriate to an educational institution that provides services to children |

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| | <ul style="list-style-type: none"> • Participate in scheduled in-service pertaining to the performance of facility maintenance • Ensure cleaning and safety logs are consistently maintained and up to date. • Other duties as may be assigned that are appropriate to this position |
| Job Specifications: | |
| <p>In addition to the Duties and Responsibilities, the Facilities Operation and Equipment Assistant is expected to have the following requirements:</p> | |
| Confidentiality | <p>At no time should the employee discuss publicly or release information pertaining to students and employees of the Regina Catholic School Division, or any intrinsic information obtained from the said position. Any breach of confidentiality in this regard is a serious violation of acceptable professional conduct.</p> |
| Education / Experience Level Required | <p>Preference will be given to individual's:</p> <ul style="list-style-type: none"> • Holding a Fireman's Certificate • Who has tractor and truck operating training and experience • Who has certification and experience in small engine maintenance and repair. (i.e., snow blowers, lawn mowers and weed trimmers) • Fall Protection Training |
| Skills Required | <p><u>The Facilities Operation and Equipment Assistant will have:</u></p> <ul style="list-style-type: none"> • Ability to work as a team player • Ability to execute written and oral instructions sufficient for the safe, competent use of caretaking supplies, operation of equipment and the execution of school caretaking procedures as outlined in the caretaking manual • Requires a good mechanical aptitude • Ability to perform basic maintenance functions • Good written and oral communication skills • Excellent interpersonal and organization skills • Ability to be flexible and adapt to change (i.e., flexible work hours for help with snow removal) • Ability to demonstrate initiative, be self-directed and work independently • A valid driver's license and work boots • Demonstrates the ability to use basic workplace technology to support daily custodial duties, including smartphones, tablets, or computers for email and communication, reporting, and training purposes. |
| Physical Demands | <p>H-Heavy Work</p> <ul style="list-style-type: none"> • Exert up to 100 lbs. of force occasionally • and/or up to 50 lbs. of force frequently • and/or up to 20 lbs. of force constantly to move objects |
| Independence | <p>The Facilities Operation and Equipment Assistant is expected to work independently with minimal supervision and take initiative.</p> |
| Internal / External Contacts | <p>The Facilities Operation and Equipment Assistant works collegially with other staff, teachers, school-based administration, and school-division staff. Direct contact with outside agencies, parents and the general public is the norm.</p> |
| <u>Administrative Application Personnel and Employee Relations - 7201 – Employee Code of Conduct</u> | <p>This Code of Conduct applies to all Regina Catholic School Division employees. It is the duty of the supervisor/principal to ensure the Code of Conduct is reviewed annually with each employee. The Regina Catholic School Division requires all employees to follow their contract, conditions of employment and/or professional organization guidelines as set out by the appropriate governing body.</p> |