



# Park West School Division

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**Park West School Division invites applications for:**

## **Full Time Permanent Maintenance Supervisor**

The Park West School Division invites applications for the position of **Maintenance Supervisor**. This is a full-time, 12-month position reporting to the Superintendent/CEO. The successful candidate is responsible for the repair, operation, and safety of all divisional facilities, grounds, and equipment.

### **Responsibilities:**

- **Team Leadership:** Provide supervision, coordination, and scheduling of all building trades craftsmen and CUPE custodial employees.
- **Operational Safety:** Maintain school mechanical systems, energy management, and security systems in a safe and operational condition.
- **Project Management:** Coordinate repairs and upgrades through a work order scheduling system and provide labor/material estimates for projects.
- **Administrative Oversight:** Manage department budgets, inventory control, and the preparation of tenders for supplies and services.
- **Strategic Planning:** Assist in the prioritization of capital expenditures and the development of the division's five-year capital plan.
- **Staff Development:** Oversee the hiring, evaluation, training, and orientation of maintenance and custodial staff.

### **Qualifications:**

- **Education & Experience:** High school diploma with comprehensive experience in the construction and maintenance of industrial or institutional buildings.
- **Technical Skills:** Ability to read and interpret construction specifications and blueprints.
- **Leadership:** Demonstrated supervisory skills and the ability to work well with employees, students, and the public.
- **Trades Knowledge:** Journeyman status or equivalent experience in the building trades is considered a significant asset.
- **Certifications:** Must possess a valid driver's license. WHMIS, First Aid, and CPR certifications are required.
- **Digital Literacy:** Proficiency with Microsoft Office software.

### **What we offer:**

- **Onboarding:** Comprehensive onboarding and ongoing training.
- **Compensation:** Competitive salary based on qualifications and experience.
- **Benefits:** Extended health and life insurance benefits.
- **Retirement:** Participation in a pension plan.
- **Time Off:** Vacation entitlement in accordance with division policy.

**Working Conditions:**

- Must be able to work in varying climatic conditions, from extension ladders, in confined spaces, and in areas with high noise levels.

**Office & Maintenance Shop Location:** Birtle, MB**Work Location:** Whole Division**Start Date:** July 13, 2026

For additional information please contact Stephen David, Superintendent at 204-842-2117 or email [sdavid@pwsd.ca](mailto:sdavid@pwsd.ca).

Please send applications to:

Park West School Division

Attention: Dani McKinnon

PO Box 68

Email: [dmckinnon@pwsd.ca](mailto:dmckinnon@pwsd.ca)

Birtle, MB R0M 0C0

Fax: 204-842-2110

**Deadline for applications is noon on Wednesday, May 27, 2026.**

Individuals will be required to undergo a Criminal Record and Child Abuse Records Check. We thank all for applying, but only those whose applications lead to an interview will be contacted.