



EMPLOYMENT OPPORTUNITY

POSITION: Maintenance Custodian
LOCATION: Wiikwemkoong Board of Education
SALARY: \$65,009.00
START DATE: Immediate

The Wiikwemkoong Board of Education (WBE) is seeking a motivated and dependable individual to join our Operations and Maintenance Department as a Maintenance Custodian. Reporting to the Maintenance Supervisor, the Maintenance Custodian is responsible for helping maintain safe, clean, functional, and welcoming learning environments throughout WBE facilities. The successful candidate will perform preventative maintenance, minor repairs, building inspections, grounds maintenance, custodial duties, and respond to maintenance requests through the Board's work order system.

RESPONSIBILITIES:

- Perform routine inspections of buildings, grounds, equipment, and facility systems.
- Complete preventative maintenance activities and minor repairs.
- Respond to maintenance concerns, service requests, and assigned work orders.
- Maintain school grounds, parking areas, walkways, and exterior spaces.
- Assist with snow removal, ice control, landscaping, and seasonal grounds maintenance.
- Perform custodial duties, cleaning activities, floor care, sanitation, and waste removal as required.
- Assist with room setups, furniture moves, school events, community rentals, and special functions.
- Review, update, and close assigned work orders in KACE or other designated maintenance tracking systems.
- Promote and maintain safe work practices and comply with occupational health and safety requirements.

QUALIFICATIONS:

- Ontario Secondary School Diploma (OSSD), GED, or equivalent.
- Valid Ontario Driver's Licence with a satisfactory driver's abstract.
- Experience in building maintenance, custodial services, facilities operations, or a related field.
- Proficiency in the safe use of manual and power tools and equipment.
- WHMIS and Standard First Aid/CPR certification, or willingness to obtain.
- Ability to perform minor repairs and operate maintenance equipment safely.
- Ability to follow instructions, work independently, and maintain positive working relationships

CLOSING: **October 27, 2026 @ 2:00 p.m.**

Interested applicants are invited to submit a cover letter, resume, and three current work-related references. A current Criminal Reference Check with Vulnerable Sector screening will be required upon offer of employment.

DIRECT APPLICATIONS TO: **“Maintenance Custodian”**
Wiikwemkoong Board of Education
34 Henry Street, Wikwemikong, ON P0P 2J0
Email: applications@wbe-education.ca
Tel: 705-859-3834

Preference will be given to Indigenous applicants. Self-identification is encouraged.