'NA AKSA GYILAK'YOO SCHOOL

3515 Kalum Quarry Access Road, Terrace, BC V8G0C8
T: (250) 615-2844 | F: (250) 615-2833
www.nagkschool.ca

Position: School Maintenance Person
Location: 'Na Aksa Gyilak'yoo School
Employment Type: Part time
Hours: 5 hours daily/25 hours per week
Wage: Dependant on experience
Start Date: Immediately

'Na Aksa Gyilak'yoo School is seeking a reliable, hardworking, and motivated Maintenance Person to join our team. The successful candidate will play an important role in ensuring our school facilities, grounds, and equipment are safe, clean, functional, and well maintained for our students, staff, and school community.

We are looking for someone who takes pride in their work, has a positive attitude, demonstrates initiative, and enjoys working in a school environment.

Key Responsibilities

- Perform general building maintenance and repairs.
- Complete routine inspections of school facilities, equipment, and grounds.
- Perform basic plumbing, electrical, carpentry, painting, and repair work within the scope of their training and qualifications.
- Maintain and repair doors, windows, locks, furniture, fixtures, and other school equipment.
- Assist with groundskeeping, including lawn care, snow removal, and general outdoor maintenance.
- Monitor heating, ventilation, and other building systems and report any concerns.
- Respond to maintenance requests and prioritize work orders.
- Ensure that school facilities are maintained in a safe and orderly condition.
- Assist with cleaning and maintenance of school facilities as required.
- Coordinate with outside contractors and service providers when necessary.
- Follow all workplace health and safety procedures.
- Perform other related duties as assigned.

Qualifications and Skills

The ideal candidate will have:

- Previous experience in building maintenance, general repairs, or a related field.
- General knowledge of maintenance tools, equipment, and repair techniques.
- Basic troubleshooting and problem-solving skills.
- The ability to work independently and as part of a team.
- Strong organizational skills and the ability to prioritize tasks.
- A positive attitude, reliability, and a strong work ethic.

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- Good communication and interpersonal skills.
- The ability to perform physical tasks, including lifting, bending, climbing, and working indoors and outdoors.
- A commitment to maintaining a safe and welcoming environment for children and staff.

Additional Assets:

- Trade certification or relevant maintenance training an asset
- Experience working in a school or institutional setting an asset
- First Aid certification.
- Experience operating maintenance equipment.
- Valid driver's licence.

Working in a School Environment

The successful applicant must be comfortable working in an environment with children and youth and demonstrate professionalism, patience, discretion, and respect for students, staff, and families.

A satisfactory criminal record check, including a vulnerable sector check where required, will be a condition of employment.

How to Apply

Interested applicants are invited to submit a resume and cover letter outlining their experience and qualifications to:

Contact: Jaclyn Robinson, Principal
Email: principal@nagkschool.ca
Application Deadline: November 27, 2026