

**Manager of Facilities**  
**New Horizons Charter School**  
Sherwood Park, Alberta

New Horizons Charter School, a publicly funded K–9 school dedicated to meeting the needs of gifted learners, is seeking a reliable and experienced **Manager of Facilities** to oversee the daily maintenance and operation of our school building and grounds. This is a key support role that contributes directly to the safety, functionality, and positive learning environment of our school community.

**Position Overview:**

Reporting to the Secretary-Treasurer, the Manager of Facilities is responsible for a wide range of maintenance, repair, and facility management tasks. The successful candidate will demonstrate initiative, strong problem-solving skills, and the ability to work both independently and collaboratively with school administration and external contractors. This is a hands-on position that requires physical capability, flexibility, and a proactive approach to building care and safety.

**Key Responsibilities:**

- Perform general maintenance and repair tasks throughout the school, including basic electrical, plumbing, carpentry, and structural work.
- Respond promptly to maintenance requests from the Principal, Secretary-Treasurer, or Superintendent and document completed work.
- Coordinate and implement a preventative maintenance schedule for school facilities.
- Attend to emergency repair issues, including after-hours alarm calls or urgent facility concerns.
- Assess the scope of work required and determine when to involve licensed tradespeople; obtain quotes or arrange for service when necessary.
- Maintain and operate equipment and tools safely and efficiently; ensure appropriate inventory of supplies and materials.
- Ensure the safety and functionality of doors, windows, stairwells, ceilings, fixtures, flooring, fencing, and similar infrastructure.
- Oversee work conducted by external contractors and trades to ensure quality and compliance.
- Maintain accurate records of work performed, inspections, and reports for review by administration.
- Support the school's commitment to a clean, orderly, and safe environment for students and staff.

**Required Qualifications and Attributes:**

- Valid Alberta Class 5 driver's license (required for transporting supplies and equipment).
- Physical ability to lift and carry up to 50 lbs, work in confined spaces, and operate on ladders or rooftops.
- One or more years of experience in facility or manual maintenance work.
- Ability to use hand and power tools safely and effectively.
- Strong interpersonal and communication skills; able to respond professionally to staff and vendors.

- Ability to work flexible hours, including early mornings, evenings, or weekends when required.
- Ability to follow written and verbal instructions, prioritize tasks, and work independently with minimal supervision.

**Preferred Assets:**

- Previous experience working in a school or educational facility.
- General knowledge of building systems and repair techniques.
- Familiarity with health and safety standards in facility operations.
- Ability to supervise contractors and ensure completion of work to standard.

**Terms of Employment:**

- This is a part-time position to a maximum of (22 hours per week) or as determined by the Secretary Treasurer.
- Salary will be determined based on experience and qualifications.
- A criminal record check, including a vulnerable sector check, is required prior to employment.
- Personal Liability insurance is mandatory and will be compensated by the school board.

**Application Process:**

Interested applicants are invited to submit a cover letter and résumé by email to [pdundas@newhorizons.ca](mailto:pdundas@newhorizons.ca) by August 15, 2025. This position will remain open until a suitable candidate is found. Join our dynamic school team and play a vital role in maintaining an exceptional environment for teaching and learning at New Horizons Charter School.