



Rosseau Lake
College

Facilities and Maintenance Worker

Reports To: Plant and Facilities Manager

About Rosseau Lake College

Founded in 1967, Rosseau Lake College is a small, co-educational, post-secondary preparatory day and boarding school serving students in Grades 7–12. Located in the village of Rosseau, our campus provides a dynamic and supportive learning environment in a beautiful natural setting.

Rosseau Lake College is seeking a reliable, skilled, and motivated **Facilities and Maintenance Worker** to support the upkeep, safety, and functionality of our campus buildings and grounds.

Position Summary

The Facilities and Maintenance Worker is responsible for the general maintenance of school buildings, grounds, equipment, and essential systems. This role plays a key part in ensuring the campus remains safe, operational, and welcoming for students, staff, and visitors.

Key Responsibilities

Facilities

- Perform general maintenance of buildings, grounds, and equipment



- Conduct preventive maintenance on buildings, mechanical equipment, and essential systems (e.g., water systems)
- Inspect, test, record, and report on the school's drinking water system to ensure compliance with Ministry of Environment regulatory requirements
- Train to become a certified Small Non-Municipal Water Operator
- Complete daily, weekly, and monthly maintenance checklists and maintain accurate records
- Assist with renovations and remodeling projects
- Repair plaster and drywall; paint building structures
- Perform general maintenance activities (carpentry, painting, minor electrical, etc.)
- Install system components and facility equipment (lighting, HVAC, alarms, plumbing, security systems, electrical panels, etc.)
- Arrange furniture and equipment for special events and school functions

Groundskeeping

- Maintain campus grounds, including grass cutting, gardening, leaf and debris removal
- Ensure pathways, docks, and high-traffic areas are clean and safe
- Perform snow and ice removal on campus roads, walkways, entrances, and emergency exits during winter months

Team Participation

- Participate in meetings, training sessions, workshops, and professional development
- Assist skilled trades with projects by transporting and securing materials
- Maintain accurate records of scheduled maintenance procedures

Health, Safety & Risk

- Identify, assess, mitigate, and report risks
- Work collaboratively with the Joint Health and Safety Committee
- Monitor and address quality assurance concerns
- Ensure the safety and functionality of physical systems across campus



Core Competencies

- Strong problem-solving skills
 - Results-oriented
 - Accountability
 - Teamwork
 - Responsibility and reliability
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Qualifications

- Minimum of two (2) years of experience in groundskeeping and/or maintenance (preferred)
 - Demonstrated ability to perform general building maintenance tasks
 - Willingness to obtain Small Non-Municipal Water Operator certification
 - Ability to work independently and as part of a team
 - Physical ability to perform manual labour and outdoor work in all seasons
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How to Apply

Please submit a **cover letter** detailing how your background aligns with the requirements of this position, along with your resume.

Applications should be sent to: **Michelle Walser** michelle.walser@rosseaulakecollege.com

While we appreciate all applications, only those selected for an interview will be contacted.