

# Bayview Glen

Whole Child Purposeful Life Better World

Founded in 1962, Bayview Glen is an independent, co-educational university preparatory day school with more than 1100 students from Preschool through to Grade 12. Our school thrives on two closely connected campuses in the heart of Toronto and offers a truly transformative educational experience, intentionally creating a welcoming, vibrantly diverse community, guided by inspiring teachers and fueled by a forward-looking curriculum. Bayview Glen is a member of the CIS Ontario, CAIS, NAIS and Round Square organizations.

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We're looking for a full-time **Facilities Maintenance Worker** to join our team. Reporting to the Facilities Director, you'll be part of the Facilities' team and provide a wide range of general and semi-skilled building maintenance, repairs (e.g. carpentry, painting, electrical, etc.) and groundskeeping services to ensure that all students, staff, and our community enjoy a safe, attractive, clean, and healthy environment for learning and work.

We value inclusivity, fairness, and equal opportunity, ensuring every voice is heard. Integrity is our foundation, and we believe in transparent, respectful interactions. Adaptability and innovation are key as we embrace change and creative thinking to enhance our programme.

## ***What You'll Be Doing:***

- Operating heavy machinery (Snowplow truck, Skid steer, Front loader), certification preferred
- Operating and maintaining all facilities equipment, plumbing and electrical systems, and other mechanical equipment (HVAC), ensuring all are in good working order
- Regular/scheduled daily maintenance tasks such as the opening/closing of school, parking control duties for events and daily student drop off, changing filters on equipment, fountains, water flushing, etc.
- Performing emergency repairs
- Moving furniture and equipment in preparation for special events.
- Performing a wide range of general building maintenance duties as assigned, including outdoor work in heat, rain, cold, snow
- Interacting with management, staff, students, parents, external contractors, and the public in a courteous and professional manner
- Shift work based on weekly schedule (weekday days/afternoons with occasional weekends)

## ***What You'll Need:***

- Two years' related building maintenance work
- Valid driver's license
- Ability to use general seasonal landscaping equipment (e. g. snow removal, salting, gardening, leaf and litter pick up, etc.)
- Ability to lift heavy objects, walk, and stand for long periods of time and perform strenuous physical labour
- Strong problem solving and time management skills
- Ability to work independently and as part of a team
- Proficiency in the use of technology (e.g. office equipment, computers and smartphones)

- Safety certifications preferred
- Strong communication skills with the ability to interact positively with management, staff, students, parents, external contractors, and the public in a courteous and professional manner
- Flexibility to work occasional evenings, weekends and holidays as required for school functions and events

***Here's What We Offer:***

- A competitive salary
- A generous group benefit and RRSP plan
- Company cellphone
- A collegial work environment where employees have fun together
- A welcoming, vibrantly multicultural community
- Meaningful work in an educational environment with future leaders of tomorrow
- Professional development opportunities
- Lunches and parking provided

We invite all qualified candidates to submit a cover letter and resume (***combined into one document***) to [hr@bayviewglen.ca](mailto:hr@bayviewglen.ca) as soon as possible. Please indicate the name of the position you are applying for in the subject line.

At Bayview Glen we are committed to fostering an inclusive, accessible environment, where all members of our school community feel valued, respected, and supported. We encourage qualified applications from the diverse communities in which we live and serve and who may contribute to the further diversification of perspectives and ideas. We will accommodate needs under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. Please contact our Human Resources Department for assistance if required.

As a condition of employment, successful candidates will need to provide a current vulnerable sector screening from the police jurisdiction in which they reside prior to commencing employment.

We would like to thank all applicants in advance for your interest; however only those candidates invited for an interview will be contacted.

Explore more about Bayview Glen School, including our new ***2024-2029 Strategic Plan: BE BOLD***, by visiting our website at [www.bayviewglen.ca](http://www.bayviewglen.ca).