



Nipisihkopahk Education Authority Operations & Maintenance Support Worker Job Opportunity

The O & M Support Worker shall report to the O & M Manager. The Support Worker is responsible for:

- Answers all incoming calls and records date and time for bus requests,
- Maintains and updates the daily calendar for work orders, bus requests, etc.
- Maintain files and work orders so they remain updated and easily accessible.
- Monitor stocks of office supplies (stationery, and other maintenance related supplies etc.) and report when there are shortages.

Secondary Responsibilities:

- Assist the Maintenance Crew when needed
- Ensure office area is kept clean
- Any other duties as required

The O & M Support Worker is required to have knowledge/experience in the following areas;

- Knowledge in operating office equipment such as photocopier, printers. Fax machines and computers for word processing
- Lawnmowers, snowplows/snowblowers

The O & M Support Worker must have;

- Minimum Grade 12
- Safety Tickets; H2S, Electrical Safety, Hazard Assessment, WHMIS, OSSA Confined Space Entry, First Aid, (NEA will provide training)