



Northeastern  
Catholic District  
SCHOOL BOARD

A place where we all belong.

## PLANT SERVICES OFFICER

September 4, 2025

### **COMPETITION #25-123**

Permanent Full-Time Position

35 hours per week

Timmins, ON

Effective immediately

Rate: \$34.75-\$41.05

**This is a fully on-site position in Timmins, Ontario. Timmins is a city located in Northeastern Ontario, approximately 700 km north of Toronto.**

### **SUMMARY OF POSITION:**

Reporting to the Manager of Plant, the Plant Services Officer will provide support in various areas of plant, maintenance and operations related to facilities and properties of the Board, including the coordination of projects. He/she will ensure site representation in major projects. The Plant Services Officer will play a lead role in data management and the review and analysis of facilities information. Travel throughout the jurisdiction of the Board will be required as needed for school visits and project management purposes.

### **DUTIES INCLUDE:**

- Assist with the development of capital plans for construction, alteration and renewal of new and existing facilities;
- Coordinate renovation and retrofitting projects;
- Assist with tender documents and service contracts with external contractors and service providers;
- Update and manage school facility data in a timely manner to ensure data driven decision making and accurate Ministry reporting;
- Assist with Ministry reporting as it relates to the School Facilities Inventory System, Energy Consumption, Total Capital Planning Solution, etc;
- Coordinate emergency maintenance work in consultation with the Manager of Plant in major water, sewer, gas, power or heating plant failures;
- Help ensure Board compliance with building codes, fire codes, accessibility legislation, health and safety legislation, Ministry of Labour Regulations and other related legislation, regulations, codes and statutory requirements;
- Develop, deliver, and monitor training initiatives related to health and safety for custodial and maintenance staff;
- Review and respond to monthly inspections, work orders and reports using software in a timely manner;

- Provide research as requested and participate in the development of policies and procedures related to Plant Operations; and
- Other duties as assigned by the Manager of Plant.

#### **REQUIRED QUALIFICATIONS:**

- A college diploma in a related field or the equivalent combination of education and experience in the maintenance field in an institutional setting;
- A related professional designation (Maintenance, Architectural, Engineering, Planner) will be considered an asset;
- A minimum of three to five years of experience in plant/maintenance fields including project management;
- Experience within the public sector and comprehensive relevant legislation, regulations, codes and statutory requirements;
- Extensive knowledge of construction methods and materials, current applicable technologies, and engineering principles of building infrastructure management;
- Excellent written and verbal communication skills, including report writing and presentation skills;
- Excellent time management, problem avoiding/solving, data management and analysis, organizational and interpersonal skills;
- Ability to work independently in an organized manner;
- Computer literacy with Microsoft Excel, Office and experience with computerized maintenance management systems; and

A valid driver's license and ability to travel throughout the jurisdiction of the Board

The names of three (3) professional references are required, including a current immediate supervisor.

Please quote competition number on your application. Applications should be forwarded to the undersigned no later than **September 15, 2025 @ 12 pm.**

**Mélanie Bidal-Mainville, Manager of Human Resources**  
**Northeastern Catholic District School Board [hr@ncdsb.on.ca](mailto:hr@ncdsb.on.ca)**

**We wish to thank all applicants, however,  
 only those selected for an interview will be contacted.**

**We are an equal opportunity employer. Candidates requiring accommodation in  
 accordance with the Ontario *Human Rights Code* are asked to contact  
[hr@ncdsb.on.ca](mailto:hr@ncdsb.on.ca)**

Glenn Sheculski  
 Chair of the Board

Tricia Stefanic Weltz  
 Director of Education