



The Canadian Reformed School Society of Edmonton,  
operating **Parkland Immanuel Christian School**,  
invites applications for:



### **Part Time Building Manager (0.5 FTE)**

PICS is a Reformed K-12 school community that encourages and supports excellence in education. The school has a large facility and property that support the mission of the school. The building and grounds should be well managed, in good repair, and esthetically pleasing. It is the Building Manager's responsibility to ensure a safe environment for staff, students, and society members in which educational services can be delivered.

Responsibilities include, but are not limited to, the following areas:

- Ensuring maintenance of school premises
- Completing repairs or modifications either personally or securing volunteers or contractors as appropriate
- Providing oversight, review, and procurement of external contracts
- Overseeing security operations of all school premises
- Supervising janitorial staff
- Developing and executing a long-term maintenance plan
- Preparing quarterly reports on maintenance
- Preparing annual maintenance budgets
- Overseeing the rental process of school premises
- Consulting with administration on safety policies and procedures

Relevant skills, experience and qualities include:

- Related industry knowledge and experience
- Ability to problem solve and work independently
- Familiarity with computer skills (spreadsheets, budget, communication tools)
- Ability to plan, make decisions, and prepare reports

Working hours are flexible and will be determined in consultation with the Business Manager. Salary will be determined based on related experience, skills, and knowledge. Applicants must be a professed member in good standing of a Canadian Reformed, United Reformed, or sister church. Applications should include a resume and list of references.

**Closing Date: December 14, 2024**

For further information please contact the Principal and or Facility Manager:

**Mr. Ken Leffers**  
Phone: 780-444-6443 (school)  
[kleffers@pics76.ca](mailto:kleffers@pics76.ca)

OR

**Mr. Richard Veldkamp**  
Facility Manager  
[rveldkamp@pics76.ca](mailto:rveldkamp@pics76.ca)