



SPECIALIZED MAINTENANCE FOREMAN

Champlain College Lennoxville is seeking to hire a person to fill the position of Specialized Maintenance Foreman.

THE POSITION

Reporting to the Director of Constituent College and Studies, the incumbent will manage (organize, direct, monitor, and evaluate) technical, administrative, and manual activities related to the implementation of one or more programs aimed at maintaining the constituent college's property and equipment. The incumbent will lead a team of skilled and unskilled workers for:

- Physical maintenance, both curative and preventative;
- Mechanical and electrical maintenance of equipment, both curative and preventative;
- Energy management;
- Building cleaning services, both curative and preventative.

MAIN RESPONSIBILITIES

- Plan and implement, on a daily, weekly, monthly, and annual basis, all tasks required for the maintenance of building, including student residences, grounds, sports facilities, cultural spaces, and equipment and establish staff work schedules;
- Approve purchase requisitions in accordance with the allocated budget;
- Create and maintain an inventory of parts and materials;
- Receive, analyze, and distribute work requests requiring the intervention of skilled and unskilled labour and monitor the execution of the work, particularly the quality of the work performed;
- Supervise and monitor the quality of work performed by external firms;
- Apply the provisions of various codes and laws related to building and safety;
- Collaborate on tender call processes;
- Attend health and safety committee meetings as a representative for the college;
- Apply and update the "Plan des mesures d'urgence";
- Ensure and collaborate in the monitoring of preventive maintenance programs, monitor service and preventative maintenance contracts, and participate in various dossiers with your immediate supervisor;
- Conduct risk analyses for the college;
- Perform other related tasks.

SKILLS REQUIRED

- Strong expertise in managing resources;
- Ability to plan work and meet deadlines;
- Excellent oral and written communication skills in French and English;
- Strong interpersonal and teamwork skills;
- Strong analytical and problem-solving skills with an attention to detail;
- Ability to work under pressure;

- Proficient with Microsoft Office suite.



REQUIRED QUALIFICATIONS

Education and experience

- Specialized diploma in building maintenance or a related field relevant to the position;
- Have five (5) years of relevant experience in construction, including three (3) years of experience managing a work team;
- Good knowledge of building management legislative framework (Construction Code and Safety Code);
- Hold a valid ASP construction card;
- Have a valid driver's license;
- Note, this position requires working in confined spaces and/or at heights.

SALARY

According to the provisions of the *Règlement déterminant les conditions de travail des cadres des cégeps* for a Class 7 position, the salary range is between \$60,864 and \$81,150. (salary range under review management position)

HOW TO APPLY

Please submit your curriculum vitae and cover letter to: selectioncommittee@crcmail.net

N.B. Candidates will be required to submit to selection tests. Only candidates selected for an interview will be contacted. Champlain College Lennoxville is an Equal Opportunity Employer and invites candidates to identify themselves as members of a group covered by the Act Respecting Equal Access to Employment in Public Bodies.

Champlain College Lennoxville, hires on the basis of merit and is strongly committed to equity, diversity and inclusiveness within its community. We welcome applications from racialized persons/ visible minorities, women, Indigenous persons, persons with disabilities, ethnic minorities, and persons of minority sexual orientations and gender identities, as well as from all qualified candidates with the skills and knowledge to productively engage with diverse communities.

START DATE: As soon as possible
DATE OF POSTING: Friday, June 3rd 2025
CLOSING DATE OF POSTING: Thursday, June 17th, 2025