



ST. JOHN'S ACADEMY

SHAWNIGAN LAKE

Full Time Maintenance Staff

08.26.2025

JOB DESCRIPTION

We are currently seeking an experienced individual to join our Maintenance team. The successful candidate will be a keenly motivated person with a positive attitude towards working as a team to provide a safe environment for our students.

Located in southern Vancouver Island, our 29-acre boarding school campus is surrounded by fresh air and natural beauty. St. John's Academy Shawnigan Lake, situated on a pristine location between the shores of Shawnigan Lake and the base of Mt. Baldy, provides an innovative approach to learning for both day and boarding students.

POSITION DESCRIPTION

Reports to: Facilities Manager

Remuneration: \$23.50-\$25/hour (dependent on experience) extended benefits package; lunch provided when on shift

Qualifications:

- At least 1 year of carpentry/maintenance experience
- Valid Class 5, 4, 2 or 1 BC driver's license
- Able to physically manage the requirements of the position
- Able to work full-time, with the possibility of some weekend or on-call work
- Able and willing to function in a changing work environment
- Provide cooperative team support to accomplish needs and tasks
- Fluency in oral and written English
- Neat, well-groomed appearance
- Criminal Record Check to be completed upon hiring

Duties include, but are not limited to:

- Assisting the Maintenance team with various tasks around Campus
- Daily exterior clean up of campus grounds, including leaf blowing, sweeping, garbage and recycle collection, cleaning and disinfection
- Assisting trades with all stages of ongoing projects including demolition, scraping floors or paint, digging and clean up

- Working with the Maintenance team to set up for various outdoor or indoor events
- Grounds work
- Driving company vehicle to pick up materials or make deliveries
- Communicating any concerns that arise during a shift
- Attend in service training and orientation sessions when necessary
- Promote good public relations within and outside the facility
- Ensure that confidential information is held in strictest confidence, in accordance with Federal and Provincial Privacy legislation.

Applicants will need to provide:

- One page maximum cover letter
- CV / resume
- Two (2) references
- Verification of qualifications
- Submit application package to hr@sjasl.ca, or drop off in person, attention to Chris Jenkins.

Application deadline: September 19th, 2025. *We reserve the right to close early if we find the right candidate.

Expected start date: As soon as possible

Job Type: Full-time, Permanent

At St. John's Academy Shawnigan Lake, we're passionate about creating an inclusive workplace that promotes and values diversity. Creating an environment where everyone, from any background, can do their best work is something we take pride in.