



SHAWNIGAN LAKE SCHOOL

OUR SCHOOL

[Shawnigan Lake School](#) is a leading independent co-educational boarding school for ages 12-18 (grades 8-12) on Canada's beautiful west coast. Our world-class facilities situated on a stunning 270-acre campus include ten boarding houses, an observatory, salmon hatchery, rowing crew house on the lake, state of the art Learning Commons and Library, recording studio, and robotics lab. Our diverse, inter-disciplinary and innovative programming helps shape the next generation of global leaders.

Shawnigan Lake School is committed to [safeguarding](#) and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Candidates will be required to undergo child protection screening appropriate to the post, including checks with previous employers and a vulnerable sector criminal record check.

JOB DESCRIPTION

JOURNEYMAN HVAC JOURNEYMAN

Our maintenance team is growing, and we are looking for an energetic and skilled Journeyman HVAC Technician to join our team. Reporting to the Maintenance Supervisor, the HVAC Technician is responsible for day-to-day HVAC maintenance across the School campus. This position also acts as lead for HVAC projects on an ad hoc basis.

We offer a competitive compensation package and a nurturing, family-friendly workplace. This is a full-time position offering a salary in the range of \$80,000 to \$85,000 per annum, and a comprehensive benefits package. Actual salary offered will be commensurate with experience, qualifications, and internal parity.

ROLES & RESPONSIBILITIES

Reporting to the Maintenance Supervisor, the responsibilities of the HVAC Technician include:

Maintenance

- Take direction, receive and complete work orders through campus CMMS
- Upgrade and modify existing systems and install new systems as required
- Repair existing systems as required
- Conduct periodic testing and reporting of HVAC systems as required
- Troubleshoot and solve simple to complex problems in the field
- Keep detailed and accurate maintenance reports and documentation
- Maintain a working knowledge of changes in technology, compliance and repair techniques
- Perform other related duties as assigned



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Projects

- Act as HVAC lead for smaller projects on an ad hoc basis
- Read and interpret drawings and specifications according to code and project specifications, and prepare quotes on equipment
- Review blueprints and specifications, ensure drawings and specifications will function as designed in environment intended for use
- Propose changes or modifications to plans to enhance operation and efficiency of systems plans and specifications for campus facilities
- Assist with direction and liaise with colleagues, contractors, regulatory agencies (occasionally) and other trades, as required
- Enforce WCB and Company-mandated Health and Safety Standards
- Perform other related duties as assigned

REQUIREMENTS

- Legally entitled to work in Canada, or if not, receive all appropriate visa and permissions to legally work in Canada
- Canadian Refrigeration and Air Conditioning Mechanic Red Seal (required)
- 3 – 5 years working experience as a qualified HVAC Technician
- Good knowledge of National Energy Code of Canada
- B.C. Class 5 Drivers Licence (required)
- Able to foresee, troubleshoot, diagnose, and solve a wide range of HVAC maintenance and repair issues without direction or external assistance
- Ability to work well with clients and provide exceptional customer service
- Experience working in a High School environment advantageous

NEXT STEPS

To apply, please send a resume and cover letter expressing your interest to the attention of Vince Smith, Maintenance Supervisor, via email at recruitment@shawnigan.ca. Applications may also be mailed to:

Attention: Human Resources
Shawnigan Lake School
1975 Renfrew Road
Shawnigan Lake, BC V0R 2W1

Shawnigan Lake School is an equal opportunity employer committed to establishing an inclusive, equitable, and accessible environment for all. All qualified applicants will receive consideration for employment without regard to race, national origin, age, sex, religion, disability, sexual orientation, gender identity or expression, marital status or any other basis protected by applicable law.



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We express our appreciation to all applicants for their interest in this position, however only candidates selected for an interview will be contacted.

Competition closes when filled.