

Position Advertisement

POSITION

Job Title: **HVAC Technician**
Job Advertisement #: 2025WSD065
Type of Position: Support
Job Type: Full-Time; Permanent
Salary: As determined by Manitoba ICI Wage Schedules
Start Date: September 14, 2025
Closing Date: Application review will begin immediately and continue until a suitable candidate is found.

DESCRIPTION

Western School Division invites applications to fill the full-time position of HVAC Technician. Reporting to the Facilities Supervisor, the HVAC Technician is responsible for a wide variety of duties in support of the Western School Division Maintenance Department across all divisional facilities. The work schedule will be Monday – Friday, with hours of work to be determined by the Facilities Supervisor.

The successful candidate will be responsible for the installing, replacing, repairing and maintaining heating, ventilation, air conditioning and refrigeration equipment. They will be tasked with diagnosing mechanical or electrical malfunctions of equipment, regularly inspecting units, and addressing concerns in a timely manner. Other duties may be assigned as required. The successful candidate will be expected to maintain a clean, organized and safe work environment.

The successful candidate must be physically fit, capable of manual labour, and able to lift up to 75 lbs. They should be comfortable operating various power tools and equipment, working in confined spaces, and handling industry-related chemicals. Effective verbal and written communication with all personnel, tradespersons and visitors is a must.

A provincial Refrigeration and Air Conditioning Mechanic Red Seal Certificate and Refrigeration (M-G) License are required for this position. A Gasfitter licence is considered an asset. The successful candidate will be required to travel throughout the region. As well, they may be required to act as a backup School Bus Driver. Therefore, the incumbent must possess and maintain a valid full Manitoba Class 5F and have or be able to obtain a Class 2 driver's license.

A condition of employment with the Western School Division is a satisfactory Criminal Record Check, Vulnerable Sector Search, Child Abuse Registry Check and an agreement by the applicant to disclose criminal record and/or Abuse Registry record information to the Division. The successful candidate will be responsible for any service charges incurred. Persons must present this information prior to their first day of work.

The Western School Division is committed to providing an inclusive and barrier-free work environment to all applicants starting with the hiring process. Should you be contacted for the interview, please advise the Division if any restrictions require accommodation. All information received regarding the accommodation will be kept confidential.

HOW TO APPLY

Interested candidates **must** submit an application form with their resume and cover letter. **Incomplete application packages can be rejected and not given further consideration.** Please visit our website at www.westernsd.mb.ca, complete the [Employment Application Form – Non-Teaching](#) and submit to:

Western School Division
Attn.: Human Resources, Job Advertisement #2025WSD065
Unit 4-75 Thornhill Street
Morden, Manitoba R6M 1P2
Fax: 204.822.4262
Email: hr@westernsd.mb.ca

Additional information about the Division and its schools is available online at www.westernsd.mb.ca, Schools tab.

We thank all for applying but only those selected for further consideration will be contacted.