



Western Development Museum
Yorkton

Box 98, Hwy 16A West
Yorkton, SK S3N 2V6

P: 306-783-8361
W: wdm.ca

Western Development Museum - Yorkton is accepting applications for the position of Maintenance Coordinator

General Description:

This is a hands-on facilities maintenance role responsible for the overall upkeep, safety, and operation of a museum's buildings, grounds, and equipment. The position performs a wide range of tasks including routine maintenance, repairs, and custodial work across systems like plumbing, electrical, carpentry, and general building care, while also maintaining tools and machinery. It involves independently identifying and resolving issues, conducting preventative maintenance, and ensuring all areas remain clean, safe, and functional. This role also requires deciding when to bring in specialized contractors and may include coordinating their work, with the overall goal of keeping the museum environment well-maintained and fully operational.

Key Responsibilities:

- Performs a wide range of maintenance, repair, and custodial tasks across buildings and grounds
- Identifies, prioritizes, and completes maintenance work efficiently
- Handles repairs in plumbing, electrical, carpentry, painting, and flooring
- Determines when external contractors are required
- Maintains and repairs equipment, tools, and machinery
- Coordinates specialized servicing and major repairs
- Supports construction and renovation projects
- Oversees contractors, including scheduling and quality control
- Conducts routine inspections of building systems (HVAC, alarms, sprinklers)
- Provides full custodial and housekeeping services
- Ensures all areas are clean, safe, and well-maintained
- Adjusts cleaning priorities for operations, events, and peak times
- Responds to urgent and emergency cleaning needs
- Maintains grounds year-round, including landscaping and snow removal
- Monitors and addresses outdoor safety hazards (ice, flooding, surfaces)
- Ensures facility safety, security, and regulatory compliance
- Conducts safety checks and maintains required documentation
- Manages maintenance planning, inventory, and supply ordering
- Tracks maintenance issues and ensures timely resolution
- Supports museum operations, including exhibits and workspace organization

Qualifications/Skills:

- Class 5 driver's license is required
- 5-6 years of progressively responsible experience in building maintenance, facilities, or a related field
- Demonstrated ability to independently manage maintenance priorities and perform a wide range of hands-on repairs is required
- WHIMIS Certification is required
- First aid & CPR certification is an asset
- Experience coordinating with contractors and working in a public-facing facility is an asset
- Computer skills are essential
- An equivalent combination of education and experience will be considered

Conditions:

- **Salary:** \$47,970 - \$55,614 per year
- **Work Schedule:** 72 hours per 2 week pay period
This position includes on-call responsibilities. Evening and weekend work may be required occasionally.
- **Benefits:** The WDM offers a comprehensive benefits package, including paid sick leave and employer paid health and dental coverage for eligible employees, as well as participation in the Public Employees Pension Plan with employer matched contributions. WDM is committed to providing a safe, equitable, and inclusive workplace.
- **Effort:** This role requires sustained physical effort and the ability to manage competing tasks within established timelines.
- **Location:** The incumbent works in a shop environment and throughout all Museum buildings, spaces, and grounds on a regular basis at the WDM Yorkton.
- **Job Description:** Attached
The successful candidate will be required to undergo a criminal record check.

Application Deadline: April 24, 2026.

If you're interested in joining our team, please submit **your cover letter and resume** to <https://careers.risepeople.com/western-development-museum/en>.

Please only submit your application through the recruitment link above.

Attn:
Maintenance Coordinator Selection Committee
Western Development Museum - Yorkton
P.O. Box 98
Yorkton, SK S3N 2V6

We thank everyone for applying for this position. Only applicants selected for an interview will be contacted.

The WDM welcomes everyone to apply, especially those individuals who are underrepresented in the museum and heritage field. If you require accommodations to apply for this position, please contact Breanne at 306-934-1400 EXT 1120 or blessard@wdm.ca.

Job Title: Maintenance Coordinator	Position: YK3 MT Approved: April 7, 2026
Supervisor: Museum Manager	

Position Mandate: Responsible for the hands-on coordination and execution of all facility and grounds maintenance, repair, custodial, safety, and security functions for the Museum. This is a working position that performs the majority of maintenance, custodial, and repair tasks while applying practical, solution-oriented skills across multiple building systems (e.g., plumbing, electrical, carpentry, painting, flooring). The role independently identifies and resolves issues, determines when specialized contractors are required, and ensures buildings, infrastructure, equipment, and grounds are safe, well-maintained, and fully operational. Includes responsibility for the maintenance and repair of Museum equipment, tools, and machinery to ensure safe and reliable operation. Other duties as assigned.

Representative Duties

Facility and Grounds Maintenance, Repair and Custodial

- Performs a broad range of maintenance, repair, and custodial tasks across Museum buildings and grounds.
- Identifies, prioritizes, and completes maintenance and repair work in a timely and effective manner.
- Performs repairs (e.g., plumbing, electrical, carpentry, painting, flooring) and determines when external contractors are required.
- Performs routine maintenance and repairs on Museum equipment, tools, and machinery; coordinates specialized servicing or repairs as required.
- Performs construction or renovation projects based on facility budgets and work plans.
- Coordinates and oversees contractors for specialized or major repairs, including scheduling, site orientation, and monitoring work quality.
- Conducts routine inspections of building systems (HVAC, alarms, sprinklers, etc.) and addresses deficiencies.
- Performs and maintains a full range of custodial and housekeeping services across all Museum areas.
- Ensures all public and staff spaces are clean, safe, and maintained to established standards.
- Plans and adjusts cleaning priorities to support daily operations, events, and peak periods.
- Responds to urgent and emergency cleaning situations.
- Performs and coordinates year-round maintenance of Museum grounds and external buildings, including landscaping, snow removal, and upkeep of parking areas and demonstration spaces.
- Carries out seasonal duties such as snow removal, ice control, and water management.
- Monitors grounds conditions and proactively addresses safety hazards (e.g., ice, flooding, uneven surfaces).

Safety, Security & Compliance

- Maintains responsibility for the safety and security of the facility and grounds.
- Conducts routine safety checks and ensures compliance with Occupational Health & Safety requirements and applicable regulations including the use of SiteDocs software for all required safety documentation purposes.
- Documents inspections, hazards, maintenance actions, and contractor work as per established procedures.
- Performs building opening and closing procedures and responds to alarms and after-hours issues.
- Identifies and addresses safety risks in a proactive and timely manner.

Planning, Inventory & Resource Management

- Plans and prioritizes daily, seasonal, and preventative maintenance work.
- Maintains inventories of tools, equipment, and supplies; orders materials as required.
- Maintains equipment service schedules and ensures tools and machinery are in safe working condition.
- Manages work within established budgets and ensures efficient use of resources.
- Maintains inventory control, labelling, and Safety Data Sheets (SDS) for all WHMIS controlled products used.
- Tracks maintenance issues and corrective actions through to completion.

Operational Support

- Supports all operational aspects of the Museum as assigned.
- Assists with exhibit installations, gallery changes, and artifact handling as required.
- Maintains safe, organized, and functional shop and storage areas.
- Performs basic exhibit maintenance and cleaning as required.

Education and Experience

The position requires a valid Class 5 driver's license and a minimum of 5–6 years of progressively responsible experience in building maintenance, facilities, or a related field. Demonstrated ability to independently manage maintenance priorities and perform a wide range of hands-on repairs is required. Acquiring a current WHMIS certification is required. First aid & CPR certification is an asset. Experience coordinating with contractors and working in a public-facing facility is an asset. An equivalent combination of education and experience will be considered. Computer skills are essential to the position.

Accountability

- The overall condition, safety, functionality, and appearance of the facility and grounds are proactively monitored and maintained, with issues identified, prioritized, addressed, or escalated in a timely manner.
- Maintenance and custodial work are completed efficiently and to a high standard.
- Safety, security, and regulatory requirements are consistently met, accompanied by appropriate documentation and reporting.
- Maintains compliance with all aspects of the WDM safety program.
- Contractors are effectively coordinated and deliver quality work.
- Supplies, tools, and resources are maintained and used responsibly within budget.
- Museum equipment, tools, and machinery are maintained in safe working order and available to support operations.
- The facility consistently supports smooth operations, events, and visitor experience.
- Work areas, shop spaces, and project sites are maintained in a clean and organized manner.
- Willing to take direction from supervisors and they receive relevant and timely information as per established procedures.
- Staff receive the assistance they need to deliver services under tight timelines as requested.
- Positive and professional relationships and communications with internal and external contacts essential to performing the position's duties are established and maintained.
- Staff, volunteer, visitor, and public observations regarding the incumbent are positive and appreciative.
- Policies, procedures, laws and regulations relevant to the position are followed.
- Temporary and/or casual staff and volunteers understand their assignments and have both the training and resources needed to complete them satisfactorily and safely.
- Appropriately allocates resources to meet Museum needs within area of responsibility.

Job Scope

Independently manages and performs all aspects of facility maintenance, repair, custodial services, and grounds care within established policies and procedures. Exercises discretion in determining whether maintenance and repair work can be completed in-house or requires engagement of external contractors, based on safety, complexity, compliance, and operational impact. Exercises judgment in prioritizing work, responding to emerging issues, and determining when to complete work independently or engage external support.

This role operates with a degree of independence and self-direction within established priorities, policies, and procedures and requires balancing hands-on work with coordination responsibilities in a dynamic environment with competing priorities and limited resources.

Effort

The workflow is generally steady, with occasional periods of increased demand requiring the coordination of multiple priorities and activities. The role requires sustained physical effort and the ability to manage competing tasks within established timelines. Work is influenced by operational demands, events, and activities within the Museum.

Working Conditions

The incumbent works in a shop environment and throughout all Museum buildings, spaces, and grounds on a regular basis. The work is moderately physical and involves the use of power tools and equipment. Frequently lifts moderately heavy loads and utilizes appropriate equipment or assistance when required. The position includes on-call responsibilities, including responding to after-hours alarms and facility-related issues. Evening and weekend work may be required.