



Job Description

Job Title: Maintenance Assistant

Landmark East School | Wolfville, Nova Scotia

Part-Time | Approximately 20 hours per week

Landmark East School is looking for a dependable, practical and hardworking Maintenance Assistant to join our team and help us care for our school campus.

This is a hands-on role for someone who enjoys variety, takes pride in a job well done, and is comfortable pitching in wherever needed. Working alongside and reporting to our Head of Maintenance, the Maintenance Assistant helps ensure that our buildings, grounds, equipment and school vehicles are safe, functional and well cared for.

Responsibilities include:

- Assisting with grounds maintenance, including mowing, trimming, pruning and snow removal
- Completing minor repairs and helping maintain school furniture and equipment
- Moving furniture, equipment and supplies as needed
- Assisting with school vehicle care, including refuelling and maintaining vehicle maintenance records.
- MUST have a valid driver's license with clean abstract.
- Providing additional maintenance coverage when the Head of Maintenance is away
- Helping with other maintenance and campus needs as they arise

We are looking for someone who is reliable, able to work independently and collaboratively, comfortable with physical work, and willing to notice what needs doing and lend a hand. A valid driver's licence is required for this position.

Our Maintenance Assistant is part of our school community. The successful candidate will interact positively and professionally with students and staff and share our commitment to creating a safe, respectful and welcoming environment for the young people we serve.

Position Details

Approximately 20 hours per week

Start date: Within the one to three weeks

Compensation: Will reflect related experience

Location: Landmark East School, Wolfville, Nova Scotia

Interested in Learning more? Email your updated resume to: info@LandmarkEast.org and mention in the subject line that you are interested in Maintenance Assistance Position.

Date September 2026