

Control Centre Clerk (Permanent Full-Time)

35 Hours/Week – 12 Months/Year

Hourly Rate of Pay: \$27.71 – \$29.35

Effective: Immediately

This position is being posted due to a vacancy

About the Limestone District School Board

The Limestone District School Board (LDSB) is situated on the traditional territories of the Anishinaabe and Haudenosaunee. We acknowledge their enduring presence on this land, as well as the presence of Métis, Inuit, and other First Nations from across Turtle Island. We honour their cultures and celebrate their commitment to this land.

The LDSB is the region's only fully inclusive school board. Limestone schools serve more than 20,500 students in 55 schools and five alternative education centres covering a geographic area of 7,719 square kilometres across the City of Kingston, the Townships of Central Frontenac, North Frontenac, South Frontenac, Addington Highlands, Loyalist, Stone Mills, the Frontenac Islands and the Town of Greater Napanee.

Position Overview

The Control Centre Clerk provides support for the work of the central office of the Facility Services department. The Control Centre clerk serves as a first point of contact for facility stakeholders.

Summary of Duties and Responsibilities

- Functions as direct contact for the Facility Services Department for the purpose of receiving work orders, providing information, status updates and answering inquiries.
- Monitors computerized management systems to work requests and dispatches information to the appropriate personnel.
- Coordinates with supervisors, staff and contractors, as a liaison and for direction regarding operations and maintenance requests, work orders, emergencies, responses, etc.
- Responds promptly to emergency situations to dispatch appropriate personnel, determine priority status and to resolve urgent issues.
- Communicates with schools, administrators, contractors, staff and general public to gather/provide information and respond with follow up.

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- Provides support as assigned for a variety of programs, functions and tasks that are coordinated by the Facility Services department. Including but not limited to Community Use of Schools, Planning, Courier, Eco Schools, waste management, asbestos management, building access, etc.
- Supports accurate absence tracking and reporting of operations and maintenance employees.
- Generates and keeps current various resource documents for the Facility Services department.
- Maintains databases and processes systems for the Facility Services department including in assisting with the preparation and maintenance of regulatory records and reporting.
- Organizing paperwork and data entry to transfer information between Facility Services, Finance and Purchasing from a variety of sources including but not limited to, work orders, packing slips, invoices, purchase orders, PCard receipts, Interfund Transfers, inventory records etc.
- Closing of work orders, inputting of labour, material and other costs, ensures accurate records in all Facility Services databases.
- Maintains and updates electronic and paper school facility records and fills requests for information
- Performs other related duties, as assigned.

Qualifications

- Secondary School Diploma
- Two or more years related work experience

Skills & Knowledge Required

- Knowledge of building maintenance and operational needs, service requirements and associated documents
- Knowledge of practices, methods, materials and equipment of building trades and caretaking services
- Knowledge of accounting procedures
- Ability to analyze situations promptly and to determine proper course of action
- Ability to deal courteously with school staff, maintenance crews and the general public
- Strong verbal and written communication, organizational and multi-tasking skills
- Excellent computer software and keyboarding skills
- Ability to maintain productivity under pressure and meet deadlines

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Commitment to Diversity and Inclusion

Across LDSB, we are committed to removing systemic barriers not only in recruitment but in retention and promotion as well so that you can see yourself in Limestone. The LDSB is dedicated to promoting fair and equitable hiring practices that will move us forward in hiring staff who reflect the full diversity and lived experiences within the communities we serve.

We invite and welcome you, through your application/resume to self-identify as someone who has lived experiences, and who can bring valuable, diverse knowledge and perspective to our district and the students and communities we serve.

Accommodation will be provided to applicants to enable equitable participation in the recruitment process. Applicants can request accommodation at any time during the recruitment process.

Applicants who are transgender may provide records in a different name than their current legal name or name of common usage. This will not prejudice prospective applicants in any way, and such information will remain confidential.

The Kingston community promotes and supports the diversity that continues to grow within our communities. For more information about Kingston and/or the LDSB, including equitable recruitment, retention and promotion practices, please visit limestone.on.ca

How to apply

Interested applicants are asked to submit an application package that includes a **cover letter**, **resume** and **proof of qualifications/certification**. Please ensure you clearly outline how your skills, experience and education relate to this position.

Applications are due by **4:00 p.m. on Tuesday, August 11, 2026** to [ApplyToEducation](https://ApplyToEducation.on.ca).

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