



School District #54 (Bulkley Valley)
JOB DESCRIPTION

MAINTENANCE – MAINTENANCE I
Location: District

SUMMARY:

Reporting to the Supervisor of Operations, the Maintenance I employee performs a variety of manual and semi-skilled services related to the maintenance of District buildings, grounds and equipment.

DUTIES:

- Performs basic maintenance and repairs to District buildings and equipment
- Assists in the maintenance, repair, renovation and construction of District buildings and equipment
- Operates District vehicles and equipment such as trucks, vans, power mower including a variety of power and hand tools
- Ensures quality workmanship and safety of work sites
- Loads and unloads vehicles, sorts and stacks materials, equipment and supplies, transports same as required
- Repairs and services desks, cabinets, storage cupboards and other furnishings
- Assists with the installation and maintenance of playground equipment, including goal posts, back stops and bike racks
- Assists in the cleanliness of the shop, work areas and grounds
- Communicates effectively using courtesy, tact and discretion with school staff, students and parents in the explanation and clarification of information
- Maintains the confidentiality of information seen or heard
- Works as a team member to ensure the timely resolution of general maintenance requirements (e.g. snow removal, mail delivery, equipment & furniture deliveries, temporary structures removal and set-up, etc.)
- May be required to perform other assigned comparable duties which are within the scope of knowledge, skills and abilities required by this class specification

QUALIFICATIONS:

- Completion of Grade 10
- One year of related trades experience
- Basic working knowledge of computers
- Competent in the use and care of tools and equipment common to this position
- Demonstrated ability to use initiative to determine, judge and select appropriate course of action
- Workplace Hazardous Materials Information System (WHMIS) Certificate and familiarity with Workers' Compensation Board (WCB) safety procedures
- Valid Class 5 – BC Driver's Licence and an exemplary driving record as demonstrated by a current drivers' abstract
- Physical capability to perform the job duties

N.B. This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation

Agreed to

CUPE Job Description Committee

CUPE Job Description Committee

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