



**School District #54 (Bulkley Valley)**  
**JOB DESCRIPTION**

**MAINTENANCE – MAINTENANCE III**  
Location: District

**SUMMARY:**

Reporting to the Supervisor of Operations, the Maintenance III employee performs a variety of skilled tasks related to the construction, repair and maintenance of District facilities, structures, equipment and furnishings.

**DUTIES:**

- Assists with the construction, installation, repairs and maintenance of buildings, furnishings, equipment and other structures
- Performs a variety of tasks including: welding, concrete work, mill work, glazing, drywalling, painting, doors, door hardware, gym equipment and playground equipment
- Assists with the construction of partitions, windows, doors, stairs, etc.
- Assists with minor electrical, mechanical or grounds maintenance, etc. as directed
- Assists with the installation and maintenance of playground equipment
- Ensures quality workmanship and safety of work sites
- Loads and unloads vehicles, transports materials and equipment as required
- Operates District vehicles and equipment such as trucks, vans, including a variety of power and hand tools
- 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 12 (Dogwood Certificate)
- Three years of related trades experience
- Locksmithing experience would be an asset
- Competent in the use and care of tools and equipment common to this position
- Basic working knowledge of computers
- 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:

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CUPE Job Description Committee

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CUPE Job Description Committee

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Secretary Treasurer