



JOB DESCRIPTION

SITE/LOCATION: Facilities

TITLE: Trades Maintenance

IMMEDIATE SUPERVISOR: Principal/Area Supervisor

REVISION DATE: September 1, 2006

EMPLOYEE GROUP: C.U.P.E.

POSITION SUMMARY:

Under the supervision of the Principal(s)/Area Supervisor or designate, responsible for all maintenance aspects of the plant, buildings, grounds and related equipment of the school(s). In partnership with the Principal(s)/Area Supervisor, prioritizes work requests as to need and urgency. May be assigned to system maintenance work as required by the Area Supervisor(s).

QUALIFICATIONS:

Grade 12 education or equivalent, as well as a valid trade certificate (electrical, plumbing, carpentry, etc.) or equivalent experience required. Experience in minor electrical, plumbing, carpentry repairs is necessary. A valid Class G driver's license is essential. Must be able to work independently as well as in a team environment. Good organizational, communication and interpersonal skills are essential.

SPECIFIC DUTIES:

1. Communicates with Principal(s) on a daily basis to ensure safe and secure facilities, equipment and grounds.
2. Seeks appropriate guidance from Area Supervisor(s) with regard to building acts and regulations and Facilities budget expenditures.
3. Performs maintenance and repairs to facility systems, including but not limited to plumbing, heating, minor electrical, furnishings, equipment, air handling apparatus, glazing, roofing, septic and underground wells.
4. Interprets problems and applies skills, knowledge and judgment to correct situations.
5. Responsible for ensuring that safety practices are constantly adhered to while performing any duties.

6. Builds repairs and/or installs furnishings and equipment.
7. Performs minor repairs and construction, as required.
8. Purchases regular materials, supplies and equipment for repairs and construction. Advises and seeks approval from Area Supervisor when larger expenditures are required.
9. Performs maintenance and landscaping of grounds and related equipment including but not limited to snow removal from entrances, walkways, roofs, etc., salting/sanding, removal of garbage from grounds and attending to lawn/flowers/shrubbery. Maintains, inspects, repairs and installs playground equipment.
10. Attends to emergency calls from Principal(s), Fire or Police Department, as required.
11. Prepares reports as required (i.e. vandalism report, energy consumption, repairs, equipment service and maintenance log, etc.)
12. Assigns duties to students/helpers and provides guidance or training if necessary.
13. Transports or assembles equipment, furniture and supplies as designated.
14. Performs minor electrical repairs as required.
15. Responsible for operating and maintaining board vehicles in a safe manner.
16. Ensures building security is maintained and that burglar and fire alarms are operating. Investigates unauthorized activities in or on grounds of school and reports subsequent problems to supervisor and proper authorities, including vandalism, break-ins and fire alarms.
17. Maintains systems to provide for regular preventative maintenance, work order systems, and related records.
18. Performs housekeeping in their work areas.
19. Other related duties as assigned.

WORKING CONDITIONS:

Incumbent works in school/office setting which is a generally agreeable atmosphere. Regular outdoor work is often required. Moderate with regular heavy physical effort normally required including routine walking, dynamic standing to perform duties and regular pushing/pulling of equipment, regular bending/stooping and reaching forward from knee to shoulder height. Occasional heavy effort may be required in carrying or stocking supplies and/or moving equipment. Constant visual concentration is necessary. Frequent handling and gripping.

This description is intended to be generic in nature. It is understood that all employees do not necessarily perform the same duties.