

NORTH EAST SCHOOL DIVISION # 200
JOB DESCRIPTION



POSITION TITLE: Maintenance Worker

REPORTS TO: Directly: Supervisor of Operations
Indirectly: Manager of Facilities

Purpose:

The Maintenance Worker is responsible for the maintenance of the assigned facilities within the school division to ensure their safe operation as well as providing task coordination and support to other Maintenance staff.

Required Education, Knowledge, Qualifications and Experience:

- Minimum of Grade 12 diploma
- Minimum of 3 years' experience related to building maintenance or facility operation.
- Knowledge of building systems, trades and materials including electrical, plumbing, HVAC, carpentry, painting, flooring and grounds.
- Knowledge of policies, practices and procedures governing construction, renovations and maintenance of facilities.
- Knowledge of Fire & Building Codes as well as fire/safety system requirements.
- Knowledge of the Workplace Hazardous Materials Information System.
- A current and valid driver's license.
- Proficiency in the operation of computers, word processing applications and additional software comparable to those currently used in the school division.

Required Skills and Abilities:

- Ability to work with minimal supervision.
- Ability to prioritize multiple demands and effectively manage time.
- Ability to execute written and oral instructions for the safe use and operation of equipment
- Work in varied climates and conditions which may include but is not limited to: dust, vapors, fumes
- Ability to do Heavy Load Work which includes:
 - exerting up to 80 lbs. of force occasionally (lifting and/or carrying)
 - exerting up to 30 lbs. of force frequently
 - exerting up to 20 lbs. of force constantly to move objects
- Employees must be physically fit and able to handle various tasks involving lifting, bending, twisting, turning, and climbing.
- Ability to perform maintenance functions.
- Display a positive attitude

Supervision:

Occasional coordination and/or monitoring of the work of the Maintenance Worker, other trades and contractors.

Duties and Responsibilities:

Without restricting the generality of the general description above, the Maintenance Worker shall perform such duties and responsibilities as may be assigned including but not restricted to the following:

- Collaborate with other maintenance staff to complete the general maintenance to all facilities, grounds, play equipment and fences.
- Review and recommend the renovation, replacement, decommission of existing facilities.
- Maintain and control adequate inventory of maintenance supplies as required.
- Develop, implement and maintain a preventative maintenance program for the facilities responsible for.
- Perform maintenance and repair duties which may include but is not limited to: filter changes, lubrication of equipment, plumbing repairs, carpentry, electrical and painting.
- Ensure that Department purchasing follows the guidelines established by the Board.
- Assist with the overall coordination of capital projects and renovations to existing facilities.
- Attend all site meetings at which the architect, general contractor and sub-contractors are in attendance as required
- Develop and maintain a positive working rapport with the Principals, staff and the public.
- Maintain awareness of technical developments and advancement in practices, equipment, supplies and materials.
- Maintain awareness of codes and regulations; converse with inspectors for regulatory agencies within the area of accountability.
- Advise the facility operations staff in the safe and efficient operation of school building systems.
- Conduct failure analysis on buildings and equipment where applicable.
- Coordinate work with that of contracted services who may be engaged to perform work for the Division.
- Assist in emergencies which may involve emergency call-outs to affect repairs and to re-secure the buildings.
- On occasion may be called upon to manage timelines and line up equipment for projects within the division.
- Promote safe work practices in accordance with Occupational Health & Safety, Board Policy and directives by supervisors.
- Maintain awareness of applicable legislation, codes and regulations as it applies to public buildings.
- Ensure that yard maintenance, snow clearing, parking lots / driveways and repairs of all apparatus and fences are carried out.
- Recommend in the area of energy management and potential cost saving measures.
- Conduct oneself in a manner appropriate to an educational institution that provides services to children.
- Prepare reports as required by the Supervisor of Operations (budget, cost estimates, planning).
- Be knowledgeable and supportive of applicable Operational Policies and Procedures.
- Be willing to engage in lifelong learning with respect to training, in-service and courses of study.
- Conduct oneself in a manner appropriate to a professional learning environment.
- Perform other duties as may be required or assigned by the Supervisor of Operations.

Judgment, Independence and Client/Peer Contact:

Confidentiality:

At no time should a Maintenance Worker discuss, in public, information pertaining to a student or staff. The Maintenance Worker is expected to respect the nature of the position by avoiding the discussion about any topics that are not formally communicated to the public by the administration of the schools or the school division. Breaching confidentiality is a serious violation of acceptable conduct.

Independence:

The Maintenance Worker is expected to work independently and as a team member of the Facilities Department, all schools and the division office as required.

Client/Peer Contact

This employee works collegially with school staff, school-based administration and other school-division staff. Contact with other employees and outside agencies is regular and frequent.

Responsibility for Quality of Assigned Work:

The employee is under direct supervision and is responsible to achieve the quality of work as assigned by the supervisor.

Salary Grid: Maintenance Worker

The salary grid for the Maintenance Worker is tied to the following grid(s):

Non-Unionized Administrative Guidelines

Approved By:	Heather Shwetz Superintendent of Human Resources
Date Approved:	January 2019
Last Reviewed:	January 2011