

School District No. 91 (Nechako Lakes)

JOB DESCRIPTION

MAINTENANCE – MAINTENANCE II

Rate of Pay: **Band # 5**

Location: **District Maintenance Shops**

SUMMARY

- Provides manual and semi-skilled services related to the maintenance, alteration and construction of District buildings, grounds and equipment.

DUTIES & RESPONSIBILITIES

- 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
- loads and unloads vehicles, sorts and stacks materials, equipment and supplies, transports same as required
- assists with the application of finishing work on District facilities and equipment such as: painting walls, ceilings, surfaces, cupboards, doors, furniture, etc.
- repairs and maintains doors and windows including all necessary hardware and glass
- repairs and services desks, cabinets, storage cupboards and other furnishings
- assists with the installation and maintenance of playground equipment, including goals posts, back stops and bike racks
- assists in the cleanliness of the shop, work areas, warehouses and grounds
- performs all duties with a level of interpersonal skills appropriate to the position
- maintains the confidentiality of sensitive information seen or heard

QUALIFICATIONS

KNOWLEDGE

- completion of Grade 12 (Dogwood Certificate)
- BC Driver's License - Class 5 Full Privileged with an exemplary driving record as demonstrated by a current driver's abstract

EXPERIENCE

- two years of relevant work experience with an understanding of the various trades
- WHMIS Certificate and familiarity with Work Safe BC (WCB) safety procedures

SKILLS & ABILITIES

- competent in the use and care of tools and equipment common to this position
- ability to use courtesy and tact in explaining, exchanging data or information
- ability to use judgement to select which methods are applicable in any given situation
- physical capability to perform the job duties
- basic ability to use computers

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.