

School District No. 91 (Nechako Lakes)

JOB DESCRIPTION

MAINTENANCE – TRADES TQ

Rate of Pay: **Band # 14**

Location: **District Maintenance Shops**

SUMMARY

- Provides a wide variety of maintenance services to the repair, alteration and construction of district schools and facilities at the skill level of a qualified tradesperson.

DUTIES & RESPONSIBILITIES

- maintains and services all electrical, heating, ventilating, air conditioning systems, plumbing and related controls, fire alarm systems, intrusion alarm systems, public address systems and clocks
- constructs, alters, installs and repairs buildings, furnishings, equipment and other structures
- performs a variety of maintenance-related duties related to concrete laying, mill work, glass replacement, dry walling and floor covering
- operates District vehicles and equipment such as trucks, vans, including a variety of power and hand tools
- prepares paperwork and files same for acquisition of the annual electrical permits required for District maintenance and operation
- orders parts and equipment and maintains related paperwork
- ensures quality workmanship and safety of work sites and maintains safety standards on completed work
- assists in the cleanliness of the shop, work areas, warehouses and grounds
- loads and unloads vehicles; transports materials and equipment as required
- ensures quality workmanship and safety of work sites
- reads and interprets drawings and specifications, determines material and labour requirements, reports on work in progress, and proposes changes in plans and schedules as required
- conducts periodic testing to ensure the safe and efficient operation of plumbing and heating systems
- may be required to perform other assigned comparable duties which are within the scope of knowledge, skills and abilities required by this class specification
- has the ability to organize and plan their work with minimal direction
- communicates with school and departmental staff in areas pertaining to their area of responsibility

QUALIFICATIONS

KNOWLEDGE

- completion of Grade 12 (Dogwood Certificate)
- valid B.C. Trades Certification
- working knowledge of computers
- BC Driver's License – Class 5 Full privileged with an exemplary driving record as demonstrated by a current driver's abstract
- understanding of applicable regulatory agencies

EXPERIENCE

- experience gained through the Trades Qualification apprenticeship program inclusive of 1 year of experience in a variety of related disciplines
- WHMIS Certificate and familiarity with Work Safe BC safety procedures

SKILLS & ABILITIES

- competent in the use and care of tools and equipment common to this position
- ability to communicate effectively using courtesy, tact and discretion in dealing with requests, complaints and clarification of information
- ability to use judgment to interpret, analyze and modify methods and procedures
- physical capability to perform the job duties
- performs all duties with a level of interpersonal skills appropriate to the position
- maintains the confidentiality of sensitive information seen or heard

Implemented: March 2009

Revised:

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.