



Group: CUPE

Title: Maintenance Worker

Dept.: Operations

Location: Operations

**Position Description:**

Working independently or assisting a tradesperson or supervisor, performs a variety of semi-skilled duties relative to the maintenance of buildings, grounds, equipment, and systems.

**Reports to:**

Director of Operations or designate.

**Direct Reports:**

N/A

**Duties & Responsibilities:**

- Independently performs preventative maintenance, repairs and installations that do not require a trades certification, or under the guidance of a Journeyperson.
- May assist a tradesperson in performing maintenance, repairs, and installations in trades work (eg. electrical, plumbing, carpentry, HVAC, mechanics).
- Repair and maintenance of equipment
- Routine maintenance of a generator
- Routine maintenance of HVAC equipment (eg. Filters, greasing, visual inspections)
- Assists in design, installation, service, repair and/or winterization of irrigation systems
- Determining materials and supplies required.
- May be required to maintain parts and supplies inventory.
- Utilizes power and hand tools, materials and equipment necessary to carry out tasks.
- Follows safety rules and protocols, ensuring work site is safe and secure and vehicles and equipment are operating according to standards; proper use and safe handling of hazardous materials (WHMIS).

*The above job description reflects the principal functions of the job. Other comparable or transient duties which are within the area of knowledge and skills required by the job description may also be assigned*

**Job Requirements: Minimum Qualifications**

## **Education & Experience:**

- Grade 12 or equivalent
- Some trades related courses and/or vocational training
- Two years of experience related to the relevant area of maintenance.
- B.C. Class 5 Driver's License
- Heavy Haul Endorsement will be required within 4 months of accepting the position

## **Skills & Knowledge & Abilities:**

### **SKILLS:**

- Skilled in maintenance, repair and installation that do not require a trades certification
- Skilled in working with power and hand tools, materials and equipment necessary to carry out tasks.

### **KNOWLEDGE:**

- Knowledge of applicable statutes, regulations
- Installation, service, repair and/or winterization of irrigation systems.
- A working knowledge of other trades systems and willingness to learn and assist with working on electrical, mechanical, plumbing, carpentry, heating and cooling systems as required.

### **ABILITY**

- Routine maintenance of a generator
- Ability to perform the job duties.
- Ability to communicate effectively.
- Ability to work co-operatively with the public, staff and suppliers.
- Ability to work independently.

### **RESPONSIBILITY**

- Performs work in accordance with applicable statutes and regulations.
- Required to work with a high degree of independence on assigned projects.
- Reports on parts and supplies inventory levels. Orders supplies and equipment as required to perform duties.
- Reports on work in progress and completed projects, including time and materials used.
- Maintains tools, equipment, and a clean, safe work environment. Reports on unsafe conditions.
- Cleans, checks, and confirms operational safety of assigned vehicle.
- Understanding and knowledge of safe working practices, board policies, and administrative procedures.

### **WORKING ENVIRONMENT**

- Work is physically demanding and may involve sitting, walking, standing, stooping, reaching, lifting, moving furniture, working at heights, and carrying equipment for extended periods of time in accordance with WorkSafeBC requirements.
- Work is primarily indoors in well-lit and heated buildings but will require outside work in all environments.
- There will be occasional unpleasant aspects owing to the nature of the work required.
- There will be extensive travel within the district throughout the calendar year driving in all types of weather.
- Hours may vary depending on weather and season.
- Work can be stressful as there are time constraints, interruptions, and emergency calls.

**SALARY:**

- Wages and employment benefits per CUPE collective agreement.

**KEY RELATIONSHIPS:**

Good Working relationship with:

- School District 8 Staff
- Vendors and Contractors
- Community Partners including PAC/DPAC

Next scheduled revision: Fall, 2029

Reviewed and agreed: February 6, 2024

Reviewed: January 10, 2014