



School District 8
Kootenay Lake

Group: CUPE

Title: Trades 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.
- Assists in 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 principle 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
- Trade Certification within the appropriate trade (includes in-class training and apprenticeship training) or a training program from a recognized post-secondary institution.
- 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:

- Working with power and hand tools, materials, and equipment.

KNOWLEDGE:

- Knowledge of applicable statutes and regulations.
- 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

- Maintenance, repair, and installation not requiring a trade certification.
- 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 tasks.
- Reports on parts and supplies inventory levels. Orders supplies and equipment as required to perform duties.
- Reports on work in progress and completed tasks, 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.
- Includes working indoors and outdoors in all weather conditions.
- 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

Next scheduled revision: Spring, 2028

Reviewed and agreed: November 22, 2024

Reviewed October 2012