



School District #54 (Bulkley Valley)

JOB DESCRIPTION

MAINTENANCE – GROUNDSPERSON

Location: District

SUMMARY:

Reporting to the Supervisor of Operations, the Groundsperson, using District vehicles, equipment and tools, services, repairs and maintains all grounds, roads, fields and playground equipment, including but not limited to installations and repairs.

DUTIES

- Inspects, reports and makes recommendations with respect to compliance with Canadian Safety Association Standards of all playground equipment
- Installs and maintains fencing, goal posts, backstops and other field and playground fixtures
- Mows, fertilizes, irrigates, applies pesticide and aerates all grass areas
- Maintains and repairs all walkways, paths and traffic areas
- Plants and maintains shrubs, trees and flowers in designated areas
- Installs and maintains culverts and groundwater drainage systems
- Ensures quality workmanship and safety of work sites
- Loads, transports and unloads materials, vehicles, heavy supplies and equipment as required
- Ensures the proper maintenance and repair of the equipment and tools used
- Assists in the cleanliness of the shop, worker areas and grounds
- Supervises students and casual staff during the year
- Assists in the planning and scheduling of daily work schedules
- Communicates effectively using courtesy, tact and discretion with school staff, students and parents in the explanation and clarification of information
- Maintains the confidentiality of information seen or heard
- Works as a team member to ensure the timely resolution of general maintenance requirements (e.g. snow removal, mail delivery, equipment & furniture deliveries, temporary structures removal and set-up, etc.)
- May be required to perform other assigned comparable duties which are within the scope of knowledge, skills and abilities required by this class specification

QUALIFICATIONS:

- Completion of Grade 12 (Dogwood Certificate)
- Playground Inspector Certificate
- Turf Grass Management Diploma or equivalent knowledge
- Knowledge of irrigation systems and proper lawn maintenance programs
- Two years of relevant experience
- Basic working knowledge of computers
- Competent in the use and care of tools and equipment common to this position
- Demonstrated ability to use initiative to determine, judge and select appropriate course of action
- Workplace Hazardous Materials Information System (WHMIS) Certificate and familiarity with Workers' Compensation Board (WCB) safety procedures
- Valid Class 5 – BC Driver's Licence and an exemplary driving record as demonstrated by a current drivers' abstract
- Physical capability to perform the job duties

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

Agreed to:

CUPE Job Description Committee

CUPE Job Description Committee

Secretary Treasurer