



School District #54 (Bulkley Valley)
JOB DESCRIPTION

MAINTENANCE TRADES – (NON-CERTIFIED)

Location: District

SUMMARY:

Reporting to the Supervisor of Operations, the employee, using District vehicles, equipment and tools, performs a wide variety of general maintenance services related to the maintenance, repair, renovation and construction of District buildings, fixtures, equipment.

DUTIES

- Constructs, installs and repairs buildings, furnishings, equipment and other structures
- Performs a variety of tasks including: welding, concrete work, mill work, glazing, drywalling, doors, door hardware, gym equipment and playground equipment
- Determines material, labour requirements, schedules and reports on work in progress
- Performs site preparation tasks such as: moving furniture, demolition and removal of existing structures and erecting and removal of scaffolding and barricades.
- Reads and interprets drawings and specifications
- Loads and unloads vehicles; transports materials and equipment as required
- Ensures quality workmanship and safety of work sites
- Assists in the cleanliness of shop, work areas, warehouses and grounds
- Afternoon shift during the school year may be required
- 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)
- Three (3) years of on-the-job Trades experience
- Basic knowledge of computers
- 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