

## **MAINTENANCE TRADESPERSON I**

### **PURPOSE:**

This position provides maintenance services to all Saskatchewan Rivers School Division facilities and assists in ensuring all facilities are maintained to provide safe and efficient schools and facilities. This position requires proven skills in specific Red Seal trades areas supported by Journey Person qualifications.

This position reports directly to the Maintenance Services Manager and indirectly to the Superintendent of Facilities.

### **DUTIES AND RESPONSIBILITIES:**

- ⇒ Perform routine maintenance work on Saskatchewan Rivers School Division facilities and grounds.
- ⇒ Perform Preventative Maintenance work on Saskatchewan Rivers School Division facilities and grounds.
- ⇒ Complete tasks as identified in instructions conveyed by work orders or by the direction of the Maintenance Services Manager.
- ⇒ Occasional coordination and monitoring of the work of labourers, other trades and contractors.
- ⇒ On occasion may be called upon to manage projects within the division.
- ⇒ Tasks may include, but are not limited to:
  - ⇒ Plumbing installations and repairs.
  - ⇒ Perform installation of appliances such as furnaces, water heaters and rooftop units that require gas connections within permitted regulations.
  - ⇒ Undertake electrical installation, maintenance and repairs.
  - ⇒ Repair and maintenance of HVAC systems.
  - ⇒ Controls calibration and installation.
  - ⇒ Roof repairs and maintenance (i.e. patch repairs to flashing, etc.).
  - ⇒ Hardware repair, adjustment and replacement.
  - ⇒ Window repairs/replacement.
  - ⇒ Floor repair and replacement.
  - ⇒ Suspended ceiling repair and new installation.
  - ⇒ New construction, carpentry, carpentry renovations, carpentry repair.
  - ⇒ Drywall preparation and painting.
  - ⇒ Playground equipment repair and installation of new equipment.
  - ⇒ Fence repairs/replacement.
  - ⇒ General welding and metal fabrication.
  - ⇒ Equipment repair and maintenance.
  - ⇒ Millwork fabrication and installation.
  - ⇒ Concrete forming, placement and finishing.
  - ⇒ Testing of facility emergency systems (i.e. sprinkler systems, fire alarms, etc.)
  - ⇒ Comply with any and all applicable Board Policies, guidelines and practices, and legislation and regulatory requirements.
  - ⇒ Perform other related duties as assigned.

## **QUALIFICATIONS:**

### **EDUCATION, TRAINING & EXPERIENCE:**

- ⇒ Grade 12
- ⇒ Successful completion of technical education leading up to the achievement of Journey Person status.
- ⇒ Computerized Building Management Systems Training (BMS, Metasys).
- ⇒ A minimum of ten years' experience in one or more of the building trades.
- ⇒ Related training would be a definite asset (i.e. locksmith, hardware installation, etc.).

### **REQUIRED LICENCES, CERTIFICATIONS & REGISTRATIONS:**

- ⇒ Must hold valid Interprovincial Journey Person Certificate in one or more of the Red Seal approved building trades.
- ⇒ Valid WHMIS Certificate.
- ⇒ Valid Drivers Licence.
- ⇒ Valid First Aid/CPR Certificate.
- ⇒ Valid Safety Certification.

### **KNOWLEDGE, SKILLS & ABILITIES:**

- ⇒ Ability to safely operate tools and equipment required to perform assigned work such as miscellaneous hand tools, power tools (skill saws, drills, etc.).
- ⇒ Ability to work as a team player and to work cooperatively with other trades and contracted personnel.
- ⇒ Ability to oversee projects as onsite supervisor reporting to the Superintendent of Facilities and/or Manager of Maintenance Services.
- ⇒ Ability to plan and organize the activities of employees and to train, supervise and motivate employees.
- ⇒ Ability to provide direction to contractors, other sub-trades, labourers and student helpers.
- ⇒ Ability to produce quality work in the area assigned (i.e. painting, carpentry, welding, etc.).
- ⇒ Ability to plan and coordinate work as it pertains to assigned projects.
- ⇒ Ability to read plans and interpret specifications.
- ⇒ Skill in the use of assigned tools and equipment (tractor, loader, lift-boom truck, power tools, etc.).
- ⇒ Ability to do heavy work (exerting up to 100 lbs. of force occasionally and/or up to 50 lbs. of force frequently and/or 20 lbs. of force constantly to move objects).
- ⇒ Knowledge of and ability to operate within Board policies and procedures.
- ⇒ Ability to maintain accurate records and documentation and provide recommendations to the Manager.
- ⇒ Ability to understand and carry out oral and written instructions.
- ⇒ Working knowledge of current technology and software associated with the duties and responsibilities of this position.
- ⇒ Ability to work independently with minimal on-site supervision demonstrating sound judgement and decision making skills to ensure quality of work meets expected standards.
- ⇒ Ability to establish and maintain effective working relationships with all staff, students and the public demonstrating tact and diplomacy.

**KNOWLEDGE, SKILLS & ABILITIES Continued**

- ⇒ Ability to conduct oneself in a manner appropriate to an educational institution that provides services to children including demonstrating strict attention to confidentiality of school operations and student information.

**ADDITIONAL INFORMATION:**

- ⇒ A security background check including both a Criminal Record Check and a Vulnerable Sector check will be required
- ⇒ Must participate in applicable safety training, work-related professional development, in-service, or courses of study.

**CONCLUSION:**

The duties and responsibilities listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the role expectations if the work is similar, related, or a logical assignment to the position.

The position description does not constitute an employment agreement between the Board of Education and the employee and is subject to change by the Board of Education as the needs of the Employer and requirements of the position change.

**SASKATCHEWAN RIVERS PUBLIC SCHOOL DIVISION EMBRACES THE FOLLOWING  
VALUES AND BELIEFS:**

- **Everyone is a Learner**
- **Excellence for Every Learner**
- **Lifelong and Continuous Learning**
- **Health, Safety and Wellness**
- **Accountability, Honesty, Integrity and Respect**
- **A Positive, Healthy and Enjoyable Work and Learning Environment**
- **An inclusive and diverse workforce and student population**

**Saskatchewan Rivers Public School Division Employees are expected to be exemplary role models at all times.**