

## **LABOURER**

### **PURPOSE:**

This position assists the Maintenance and Caretaking Personnel in the operations and maintenance of division facilities. Typically these positions are filled by students working over the summer break, however, non-student Labourer may be used for projects throughout the year.

This position reports directly to the Maintenance Services Manager, Caretaking Services Manager on occasion, and indirectly to the Superintendent of Facilities

### **DUTIES AND RESPONSIBILITIES:**

- ⇒ Perform grounds maintenance (i.e. grass cutting, tree pruning, weed control, etc.).
- ⇒ Practice safe work habits at all times.
- ⇒ Perform interior/exterior painting.
- ⇒ Assist trades personnel in the maintenance of facilities (i.e. carpentry, plumbing, painting, electrical, etc.).
- ⇒ Assist caretaking staff when required.
- ⇒ Assist delivery personnel when required.
- ⇒ 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:**

- ⇒ Minimum of Grade 11.

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

- ⇒ Completion of the Certificate of Basic Safety Training – in-house (CST)
- ⇒ Valid Drivers Licence

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

- ⇒ Ability to work with minimal supervision.
- ⇒ Ability to work as a team player.
- ⇒ Skill in the use of required tools and equipment.
- ⇒ Ability to do heavy work (exerting up to 100 lbs. of force occasionally and/or up to 50 lbs. of force frequently, and/or up to 20 lbs. of force constantly to move objects).
- ⇒ Ability to operate maintenance equipment (i.e. snow blowers, mowers, tractors, etc.).

- ⇒ Ability to establish and maintain effective working relationships with all staff, students and the public demonstrating tact and diplomacy.

**KNOWLEDGE, SKILLS & ABILITIES CON'T:**

- ⇒ 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.
- ⇒ Ability to work as a team player and to work cooperatively with other trades and contracted personnel.

**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 and work-related training, 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.**