

SUMMER STUDENT/LABOURER - CARLTON

PURPOSE:

This position supports Maintenance and Caretaking services in the operations, maintenance and improvement of the Carlton Comprehensive Public High School and grounds.

Positions are typically filled by students during the summer break, however, non-student labourers will be considered.

This position reports to the Carlton Comprehensive Public High School Building Technician with overall direction from the Superintendent of Facilities.

DUTIES AND RESPONSIBILITIES:

- ⇒ Perform grounds maintenance including grass cutting, trimming, weed control, landscaping, and general site cleanup.
- ⇒ Assist with setup and takedown of track and field equipment. Including transport, layout, and site clean-up as required.
- ⇒ Complete interior and exterior painting as assigned.
- ⇒ Assist trades personnel with maintenance and repair work (e.g., carpentry, plumbing, electrical).
- ⇒ Assist caretaking staff with cleaning and facility support as required.
- ⇒ Operate hand tools, power tools, and landscaping equipment in a safe and responsible manner.
- ⇒ Maintain assigned work areas, tools, and equipment in good working condition.
- ⇒ Follow all safe work procedures and wear required personal protective equipment (PPE).
- ⇒ Comply with all applicable Board policies, administrative procedures, and regulatory requirements.
- ⇒ Maintain a professional and respectful approach when working in school environments.
- ⇒ Perform other related duties as assigned.

QUALIFICATIONS:

EDUCATION, TRAINING & EXPERIENCE:

- ⇒ Minimum of Grade 11.

REQUIRED LICENCES, CERTIFICATIONS & REGISTRATIONS:

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

KNOWLEDGE, SKILLS & ABILITIES:

- ⇒ Ability to work independently with minimal supervision.
- ⇒ Ability to work effectively as part of a team
- ⇒ Basic experience using hand tools, power tools, and landscaping equipment
- ⇒ Ability to safely operate maintenance equipment (eg: mowers, trimmers, small equipment, etc.)
- ⇒ Ability to perform physically demanding work, including lifting, carrying and working on feet for extended periods
- ⇒ 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 follow instructions and complete assigned tasks in a timely manner
- ⇒ Ability to establish and maintain effective working relationships with all staff and the public
- ⇒ Demonstrate professionalism, discretion, and respect in a school environment, including maintaining confidentiality of school operations and student information

WORKING CONDITIONS:

- ⇒ Work is performed both indoors and outdoors in varying weather conditions
- ⇒ Duties may involve physically demanding tasks, including lifting, carrying, bending, and prolonged standing or walking
- ⇒ Exposure to dust, noise and typical maintenance and construction environments may occur

OCCUPATIONAL HEALTH AND SAFETY

- ⇒ Work in accordance with The Occupational Health and Safety Act and Regulations, and all division safety policies and procedures.
- ⇒ Participate in required safety training, orientations, and toolbox talks.
- ⇒ Identify hazards and report unsafe conditions, incidents, and near misses to supervision immediately.
- ⇒ Use all required personal protective equipment (PPE) and safety devices as directed.
- ⇒ Follow safe work procedures and demonstrate a strong commitment to maintaining a safe work environment for staff, students, and the public.

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
- ⇒ Position reports daily to Carlton Comprehensive High School – Maintenance Services but may be assigned to work at various school sites throughout the division.

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.