

MAINTENANCE TRADESPERSON I

(Welder/Small Engine Mechanic)

CURRENT LOCATION: Maintenance Centre
(with the understanding that you are employed by the Saskatchewan Rivers Public School Division)

POSITION: Permanent Part-Time

STARTING DATE: July 2, 2025, or as mutually agreed upon

POSTING DATE: April 28, 2025

CLOSING DATE: May 1, 2025, by 1:00 pm, or until a suitable candidate can be found

HOURS OF WORK: 8.0 hours per day / 3 days per week

SALARY: Year 1 - \$33.56 per hour
Year 2 - \$35.23 per hour
Year 3 - \$36.98 per hour

DUTIES AND RESPONSIBILITIES:

- Perform routine and Preventative Maintenance work on Saskatchewan Rivers Public School Division facilities and grounds.
- Complete tasks as identified in instructions conveyed by work orders or by the direction of the Maintenance Services Manager.
- On occasion may be called upon to manage projects within the division.
- Perform regular maintenance and repairs on equipment used in the maintenance of SRPSD facilities and grounds ie, snow blowers, mowers, sizzor lifts, skidsteer loaders etc.
- Comply with any and all applicable Board Policies, guidelines and practices, and legislation and regulatory requirements.
- Perform other related duties as assigned.

REQUIREMENTS FOR THE POSITION:

- Successful completion of Grade 12.
- Successful completion of technical education leading up to the achievement of Journey Person status in the welding trade.
- A minimum of ten years experience in the welding trade and or small engine repair.
- Related training would be a definite asset. (i.e. small engine repair, machinist, etc.).
- Must hold valid Interprovincial Journey Person Certificate in one or more of the Red Seal approved building trades.
- Valid WHMIS Certificate.
- Valid Driver's Licence.
- Valid First Aid/CPR Certificate.
- Valid Safety Certification.
- 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 provide direction to contractors, other sub-trades, labourers and student helpers.
- Ability to produce quality work in the area assigned (i.e. welding, small engine repair, 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.
- 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 fulfill any and all other duties as outlined in the job description

QUALIFIED CANDIDATES MAY APPLY IN CONFIDENCE TO:

Human Resources, Saskatchewan Rivers Public School Division
545 – 11th Street East, Prince Albert, SK S6V 1B1 Fax: 306-763-4460
hr@srsd119.ca

Please follow the application procedure as outlined on our website at https://www.srsd119.ca/?page_id=4999

Only shortlisted applicants will be contacted.

Saskatchewan Rivers Public School Division is an equal opportunity employer. We are committed to creating an inclusive workplace and having a workforce representative of the diverse communities we serve. We welcome diversity and encourage applications from all qualified individuals.