

ROLLING RIVER SCHOOL DIVISION REGULATION

Maintenance Worker - Trades Unlicensed Job Description

GDAR/R

Position Title: Maintenance Worker – Trades Unlicensed

Reports To: Maintenance Supervisor

Job Purpose and Objectives

To contribute to the overall goals and objectives of the Rolling River School Division by providing maintenance services to ensure effective physical operation of all School Division buildings.

Education

The minimum education requirement for this position is graduation from Grade 12 or equivalent.

Additional Skills and Training

Required:

- Valid Class 5 Drivers License
- The ability to work unsupervised and as a team member
- Ability to communicate effectively with people both orally and in writing

Preferred:

- Current WHIMIS training and certification
- A working knowledge of commercial hardware
- Ability to read Blue Prints
- Knowledge of Building Codes

Experience

A minimum of three years prior work related building maintenance, building trade or moving related experience or equivalent is required.

Key Responsibilities

To plan and perform day-to-day maintenance, repairs and building construction / enhancement projects for division buildings.

- Building Maintenance
 - Plan and perform general maintenance duties required for repair / maintenance of and new construction in Division buildings.

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- Order and purchase building maintenance material as delegated by the Maintenance Supervisor.
 - Plan and perform equipment moving between buildings in the Division.
 - Ensure all work in maintenance repair and new construction meets regulatory and legislative requirements (e.g.: building codes) and follow safe work procedures.
- Administration
- Process maintenance work orders and complete administrative activities required in maintenance operations and projects.
 - Plan, participate, complete and/ or assist Maintenance Supervisor or other maintenance staff in planning, scheduling and performing building project / building maintenance activities.
- Communication
- Advise the Supervisor of Maintenance of any situations that are unusual as they relate to building maintenance and repair.
 - Effectively communicate and maintain positive relationships with colleagues, Division staff, suppliers and administration staff.
 - Operate the radio systems for business reasons as required to maintain effective communication with the Division office and maintenance shop.
 - Receive, refer and respond to inquiries, complaints and requests as required
- Other job-related duties as required and /or assigned by the Maintenance Supervisor.

COMMENTS

The incumbent is required to work effectively under pressure, within defined timeframes and with a variety of people in a team environment. He/she must be able to work well independently, be flexible, adjust to changing work assignments and deal with and maintain confidential information.

Index Policy

Regulation: *Duty List for Maintenance - Unlicensed Trades*

Date Adopted: September 8, 2005