

Position Title: Maintenance Worker – Trades Unlicensed

Department: Maintenance

Reports To: Maintenance Supervisor

JOB SUMMARY

To contribute to the overall goals and objectives of the Swan Valley School Division by providing maintenance services to ensure the effective physical operation of all Division buildings. This position performs day-to-day maintenance, repairs, and building construction/enhancement projects for division buildings.

PRIMARY RESPONSIBILITIES

Building Maintenance, Repairs, and Construction:

- Plan and perform general maintenance duties required for the repair, maintenance or new construction in Division buildings.
- Request building maintenance material by coordinating with 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 follows Safe Work Procedures.
- Specific tasks include repair of doors, locks, and windows, plumbing, painting, carpentry, welding, general maintenance, and repair of maintenance and yard equipment, and snow clearing.
- Provide supervision in the execution of maintenance projects to ensure safe, efficient, and well-maintained school facilities.

Administration:

- Process maintenance work orders and complete administrative activities required in maintenance operations and projects.
- Assist the Maintenance Supervisor or other maintenance staff in planning, scheduling, and performing building project or maintenance activities.

Communication:

- Advise the Maintenance Supervisor of any unusual situations related 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:

- Perform other job-related duties as required and/or assigned by the Maintenance Supervisor.

POSITION QUALIFICATIONS**Required Education and Experience:**

- Graduation from Grade 12 or equivalent.
- A minimum of three years of prior work-related building maintenance, building trade or equivalent is required.

Required Knowledge, Skills, and Abilities:

- 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 Qualifications:

- Current WHMIS training and certification.
- A working knowledge of Workplace Health and Safety Regulations.
- Ability to read blueprints.
- Knowledge of Building Codes.

COMPETENCIES**Organizational:**

- Ability to work effectively under pressure.
- Ability to work within defined timeframes.
- Ability to work with a variety of people in a team environment.
- Flexibility and ability to adjust to changing work assignments.
- Ability to deal with and maintain confidential information.

Role Specific:

- Ability to work well independently.
- Problem-solving and Judgement: Variable problem-solving ability to infer based on established procedures and practices, and able to solve routine problems impacting singular groups or departments, or non-standard problems impacting multiple groups or departments.

- **Mental Concentration and Attentiveness:** Requires high intensity mental concentration and attentiveness for more than 4 hours at a time throughout the day.

WORK CONDITIONS

Physical Demands:

- Requires high intensity physical effort for more than two hours per day.
- Involves the safe operation and maintenance equipment with low to high risk (e.g., scissor lifts, lawn equipment, tractors vehicles).

Environment:

- At times, exposure to disagreeable elements is required.
- There is a minor to moderate risk of injury, harm, or illness in this role. The role is quite varied in nature and often governed by weather seasons, which may involve frequently moving snow.