

School District No. 91 (Nechako Lakes)

JOB DESCRIPTION

MAINTENANCE – GROUNDSPERSON

Rate of Pay: **Band # 9**

Location: **District Maintenance Shops**

SUMMARY

- Services, repairs, and maintains all grounds, roads, fields and playground equipment and performs maintenance tasks to support the overall maintenance at the school district.

DUTIES & RESPONSIBILITIES

- responsible for garbage pickup and snow shoveling and plowing areas not completed by the district's contractor
- inspects and reports on certification compliance on the status of all playground equipment and makes recommendations to ensure compliance with Canadian Safety Association standards
- maintains inspection records/logs and advises the Area Coordinator of any items requiring immediate attention
- installs and maintains all playground equipment and areas including, fencing, goal posts, backstops and other field and playground fixtures
- mows, fertilizes, irrigates, applies pesticides and aerates all grass areas
- maintains and repairs all walkways, paths and traffic areas
- plants and maintains all shrubs, trees, and flowers in designated areas
- installs, services and maintains all culverts and groundwater drainage systems
- operates motorized mechanical vehicles and equipment such as trucks, vans, power mower and a variety of power and hand tools
- loads, transports, and unloads materials, vehicles, heavy supplies and equipment as required
- ensures the proper maintenance and repair of the equipment and tools used
- repairs items such as chairs and fabricates equipment as needed
- assists in the cleanliness of the shop, work areas, warehouses and grounds
- supervises students and casual staff during the year
- provides assistance to other employees in the District maintenance program as requested
- assists in the planning and scheduling of daily work schedules
- performs all duties with a level of interpersonal skills appropriate to the position
- maintains the confidentiality of sensitive information seen or heard

QUALIFICATIONS

KNOWLEDGE

- completion of Grade 12 (Dogwood Certificate)
- Playground Inspector Certificate
- BC Driver's License - Class 5 Full Privileged with an exemplary driving record as demonstrated by a current driver's abstract
- WHMIS 2015 and familiarity with Work Safe BC (WCB) safety procedures

EXPERIENCE

- two years of relevant work experience in irrigation and proper lawn maintenance

SKILLS & ABILITIES

- competent in the use and care of tools and equipment common to this position
- courtesy, tact and discretion required to deal with or settle requests, complaints or clarification of information
- ability to work independently and use judgement to determine which of many methods are applicable in any given situation
- basic working knowledge of computers
- physical capability to perform the job duties

N.B. This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.