

School District No. 91 (Nechako Lakes)

JOB DESCRIPTION

MAINTENANCE - LABOURER

Rate of Pay: **Band #4**

Location: **District Maintenance Shops**

SUMMARY

- Performs a variety of tasks related to the maintenance, alteration and construction of District buildings, grounds and equipment.

DUTIES & RESPONSIBILITIES

- assists in the maintenance, repair, renovation and construction of District buildings and equipment
- operates District vehicles and equipment such as trucks, vans, power mower including a variety of power and hand tools
- loads and unloads vehicles, sorts and stacks materials, equipment and supplies, transports same as required
- assists in the cleanliness of the shop, work areas, warehouses and grounds
- performs all duties with a level of interpersonal skills appropriate to the position
- maintains the confidentiality of sensitive information seen or heard
- may be required to perform other assigned comparable duties which are within the scope of knowledge, skills and abilities required by this class specification

QUALIFICATIONS

KNOWLEDGE

- completion of Grade 12 (Dogwood 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

- three months of previous relevant experience

SKILLS & ABILITIES

- competent in the use and care of tools and equipment common to this position
- ability to use courtesy and tact in obtaining and/or handing out data or information
- ability to work in accordance with established procedures
- physical capability to perform the job duties