

School District No. 91 (Nechako Lakes)

JOB DESCRIPTION

MAINTENANCE – MAINTENANCE III

Rate of Pay: **Band # 10**

Location: **District Maintenance Shops**

SUMMARY

- Performs a variety of skills and structural work, repairing, maintaining, and servicing facilities and structures.

DUTIES & RESPONSIBILITIES

- constructs, alters, installs and repairs buildings, furnishings, equipment and other structures
- performs a variety of carpentry duties related to concrete laying, mill work, glass replacement, dry walling and floor covering
- reads and interprets drawings and specifications, determines material and labour requirements, reports on work in progress and proposes changes in plans and schedules as required
- repairing and maintaining doors and windows including all necessary hardware and glass
- repairing, maintaining, servicing, and installing interior wall, ceiling and floor finishes, exterior wall finishes, roofing systems and membranes and other building paraphernalia
- repairing and servicing of desks, cabinets, storage cupboards and other furnishings
- assists with the installation and maintenance of playground equipment
- constructing and finishing shelving units, cupboards, desks, etc.
- constructing forms, installing reinforcement, mixing, pouring and finishing concrete works
- construction of partitions, windows, doors, stairs, etc.
- performs finishing work on facilities such as: preparing surfaces and applying a variety of decorative and protective coating; painting walls, ceilings, surfaces, cupboards, doors, furniture, etc.
- performs minor electrical, mechanical or grounds maintenance, etc. as directed
- assists with district welding, metal and fabricating and repairs to equipment
- operates District vehicles and equipment such as trucks, vans, including a variety of power and hand tools
- assists in the cleanliness of the shop, work areas, warehouses and grounds
- maintains the confidentiality of sensitive information seen or heard

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

- four years of current relevant experience with an understanding of the various trades

SKILLS & ABILITIES

- maintains the confidentiality of sensitive information seen or heard
- competent in the use and care of tools and equipment common to this position
- ability to read and interpret drawings and specifications
- ability to use courtesy, tact and discretion to deal with or settle requests, complaints or clarification of information
- ability to use judgement to interpret, analyze and modify methods and procedures
- physical capability to perform the job duties
- performs all duties with a level of interpersonal skills appropriate to the position
- basic ability to use computers