

**SCHOOL DISTRICT NO. 85
(Vancouver Island North)**

CLASSIFICATION DESCRIPTION

MAINTENANCE PERSON

DEPARTMENT: Maintenance

JOB SCOPE

Reports to Manager of Operations and Maintenance Services.
Performs a variety of tasks related to maintenance and repair of school district buildings, grounds and equipment under minimum supervision.
Works without close supervision.

MAJOR DUTIES AND RESPONSIBILITIES

Performs a variety of tasks related to maintenance and repair of school district buildings, grounds and equipment.
Assists tradesmen or other qualified personnel in the performance of tasks related to a specific trade.
Performs required tasks without specific assignment.
Responsible for care of tools, equipment and materials and for leaving worksite in a clean and safe condition.
Performs other duties necessarily incidental to those assigned above.

QUALIFICATIONS AND EXPERIENCE

Secondary school graduation (with Dogwood Certificate or equivalent) with a minimum of three years recent experience in maintenance and construction work.
Valid B.C. class 5 driver's licence.
Ability to work with a minimum of supervision.
Ability to maintain good working relationships with school district staff and general public.
Ability to understand and effectively carry out oral and written instructions.
Good interpersonal and communication skills.
Working knowledge of various building trades and their materials, methods, tools and equipment.
Ability to use job-related tools and equipment safely and skillfully.
Sufficient physical strength, stamina and co-ordination to permit the performance of heavy manual work outdoors in all weather.
Ability to assign and check the work of assistants performing assigned work.

Revised May 1994
Revised Jun. 2001
Revised Nov. 2004
Reviewed May 2008
Reviewed Apr. 2011
Revised Jun. 2015