



## School District No. 46 (Sunshine Coast)

JOB DESCRIPTION #M-21

### SITE MAINTENANCE WORKER

Location: District

#### SUMMARY:

Under the direction, supervision and evaluation of the school(s) principal, performs maintenance and custodial tasks to ensure that district buildings, grounds, fixtures and equipment are maintained with regard to safety, sanitation, serviceability and appearance.

#### DUTIES:

- Performs routine maintenance such as minor (pre-code) electrical, plumbing, carpentry and building finishes (interior and exterior)
- Performs basic repairs on District equipment such as staple guns, punches, projector screens and machine shop tools. Services shop equipment and tools.
- Repairs and maintains doors and windows including all necessary hardware and glass
- Repairs and services desks, cabinets, storage cupboards and other furnishings
- Changes filters on equipment such as furnaces and air conditioning units
- Installs furnishings and equipment such as chalkboards, shelving, signage and fire extinguishers
- Dismantles, assembles and moves furniture and equipment
- Operates district vehicles and equipment such as trucks, vans, Bobcats, power driven and towed cutting equipment plus a variety of power and hand tools.
- Transports, loads, unloads, uncrates, sorts and stacks equipment and supplies
- Monitors digital control of HVAC for abnormalities
- Installs and maintains playground equipment, including goal posts, backstops and bike racks
- Cleans grounds, sidewalks, paved areas, drainage systems, storage and work areas
- Cuts and rakes grass and brush, trims and weeds garden areas, removes debris.
- Digs and backfills ditches, shovels and levels a variety of materials and clears snow.
- Cleans exterior and high interior windows, surfaces and fixtures
- Troubleshoots problems to determine potential causes and repairs or contacts appropriate personnel for follow-up
- Assists Trades personnel and custodians, when required
- Inspects grounds and buildings for health and safety issues and resolves problem or contacts appropriate personnel for follow-up
- Conducts patrols to monitor building security, provides security procedure training and guidance for employees accessing the site
- Reads and interprets drawings and specifications
- Ensures quality workmanship and safety of work sites.
- Performs all duties with a level of interpersonal skills appropriate to the position.
- Maintains the confidentiality of sensitive information seen or heard.
- Maintains familiarity with Workplace Hazardous Materials Information System (WHMIS) and Workers Compensation Board (WCB) safety procedures.
- May be required to perform other job related duties as assigned.

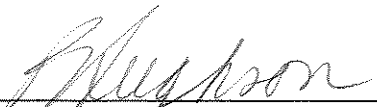
**QUALIFICATIONS:**

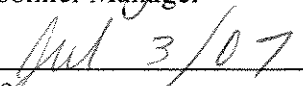
- Grade 12 education, or the equivalent, or significant related work experience
- Four years or more experience assisting trades in maintenance and renovation work
- Successful completion of custodial training course
- Working knowledge of the tools, materials and methods used in all trades
- Valid Class 5 driver's license
- 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.

**APPROVED:**

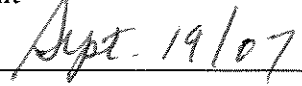
On behalf of:  
School District No. 46 (Sunshine Coast)

  
\_\_\_\_\_  
Personnel Manager

  
\_\_\_\_\_  
Date

On behalf of:  
C.U.P.E. Local 801

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Date