



School District #54 (Bulkley Valley)
JOB DESCRIPTION

MAINTENANCE – MAINTENANCE III
Location: District

Summary:

Reporting to the Director of Facilities and Maintenance (or designate), the Maintenance III employee performs a variety of skilled tasks related to the construction, repair and maintenance of District facilities, structures, equipment and furnishings.

Typical Duties and Responsibilities:

- Independently performs preventative maintenance, repairs and installations that do not require a trades certification
- May assist a tradesperson in performing maintenance, repairs and installations in trades work (eg. Electrical, plumbing, carpentry. Mechanics)
- Possible areas of work:
 - Repair and maintenance of grounds and custodial equipment
 - Assist with installation, service, repair and / or winterization of irrigation systems
 - Security systems maintenance
- Reports and coordinates work and projects with Maintenance Foreman, determining materials and supplies required
- Utilizes power and hand tools, materials and equipment necessary to carry out tasks
- May be required to maintain parts and supplies inventory
- Follows safety rules and protocols, ensuring work site is safe and secure and vehicles and equipment are operating according to standards; proper use and safe handling of hazardous materials (WHMIS)

Typical Qualifications and Skills

- Completion of Grade 12
- Some trades related courses and/or vocational training
- Two years of experience related to the relevant area of maintenance
- May required certification in on or more of the following:
 - Locksmith (not trades certified)
 - Irrigation maintenance
 - Pesticide Application
- Valid Basic First Aid Certificate
- BC Class 5 driver’s licence
- Physical ability to perform the required 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.

Agreed to:

CUPE Job Description Committee

CUPE Job Description Committee

Secretary Treasurer

Dated