



# Grande Prairie <sup>and District</sup> Catholic Schools

## Job Description

### MAINTENANCE

Date Created	June 2018
Date Amended	

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#### **Reports To**

Director of Facilities

#### **Summary**

This position is responsible for the maintenance of all school buildings, grounds and equipment. The position is also responsible for providing a safe physical environment for students, employees and the public.

#### **Qualifications**

##### **Formal Education**

- High School Diploma
- Aerial lift/fall protection training
- Standard First Aid
- Confined space training

##### **Experience**

- Other combinations of applicable education, training, and experience, which provide the knowledge, abilities, and skills necessary to perform the position may be considered

##### **Competencies**

- Limited knowledge of principles and practices of maintenance operations and repairs
- Basic computer skills
- Able to make decisions
- Able to take direction
- Detail orientated
- Excellent verbal and written communication skills
- Enjoy working in a team environment and able to work under pressure to meet deadlines

- Demonstrated aptitude or competence for assigned responsibilities

**Duties and Responsibilities**

- Install, repair and maintain applicable District fixtures, systems and/or facilities
- Perform applicable tests to provide preventative maintenance
- Is available for any work assignment as deemed necessary to resolve maintenance and/or operational problems within the District
- Report to the proper authority any unsafe or dangerous conditions existing on school properties or within the buildings and any irregular use of buildings or grounds
- Report in and out to the proper person (building secretary or administrator) when work is to be performed within that building or on the grounds
- Obtain work order information via the district's Helpdesk
- Other duties as assigned

**Work Conditions**

- This position requires typical physical demands found in the construction industry, which includes but is not limited to heavy lifting, working on ladders, vehicle/equipment operation, electrical hand tool operation, digging, outside and inside work
- Must be able to lift at least 50lbs frequently and up to 100lbs occasionally
- Ability to work beyond a 40-hour workweek

**Health and Safety**

- Each employee is required to become familiar with and adhere to Administrative Procedure 129 – Occupational Health & Safety, and AP130 – Safe & Healthy School Environment.
- Each employee is to ensure that they are following safe work methods and relevant regulations.

**Acknowledgement and Agreement**

The above description reflects the general details considered necessary to describe the principal functions and duties as required for proper evaluation of the job and will not be construed as a detailed description of all the work requirements that may be inherent in the job. Employees may perform other related duties and tasks as required to meet the needs of the operation.

I acknowledge that I have received and reviewed this job description.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_