

SUPPORT STAFF PERSONNEL QUALIFICATIONS AND DUTIES MAINTENANCE SERVICE PERSON

1. Position Summary

Under the direction of the Director of Operations, the Assistant Director of Operations and the Coordinator of Maintenance and Custodial Services maintain, repair and upgrade buildings and grounds in the division.

2. Duties

- Complete work orders as assigned by the Coordinator of Maintenance and Custodial Services including, but not limited to flooring, drywall repairs, door hardware repairing and replacing, painting, washroom stalls repair and replacing, installation of whiteboards and bulletin boards, repairs to fences, signs and playgrounds, etc.
- Grounds improvements and maintenance.
- Other duties as assigned within skillset.

3. Education

- Grade 12 education and/or related work experience.
- Valid Class 5 Manitoba driver's license.
- Willingness to engage in regular and ongoing training and development relative to the position.
- Mechanical aptitude and the ability to read and understand equipment manuals.
- Demonstrated ability to perform building related repairs and installations; interior and exterior in School Division buildings.
- Strong communication skills.
- Certificate/diploma from recognized training facility in building related discipline or combination of demonstrated related training or experience.

4. Experience

- Over 2 years in building maintenance field, which may include positions held within the Division.

5. Physical Demands

- Constant physical activity involving lifting, climbing, bending and working in awkward positions.
- Visual attention required in working with complex mechanical systems.

6. Working Conditions

- Exposure to all weather conditions.