

SUPPORT STAFF PERSONNEL QUALIFICATIONS AND DUTIES**UTILITY - CLASS II**
(Maintenance Department)**1. Position Summary**

Under the direction of the Director of Custodial Services and the Director of Maintenance Services, performs custodial duties on a substitute basis, performs minor maintenance functions in buildings and assists trades people.

2. Duties**a) Substitute Custodian:**

- Clean assigned areas including dusting, mopping, vacuuming and washing; collection and taking out garbage; and washing and disinfecting bathrooms and floors.
- Check and operate building and mechanical systems (boiler water levels, gauges, exit lights, emergency lights, fire alarm system).
- Opening schools and checking buildings and grounds for maintenance and safety purposes.
- Move equipment and supplies as required and set up equipment and furniture for special events.
- Supervise other staff when substituting for Head Custodian.

b) General:

- Maintain school building grounds including snow removal, grass cutting, and repair and maintenance to landscape and asphalt.
- Deliver supplies from stores to various locations within the division.
- Assist trades people as required including painting, heating, plumbing and carpentry.

3. **Education**

- Grade X and/or related work experience.
- Fifth Class Power Engineering Certificate.
- Custodial experience, and aptitude for trades and an ability to read and comprehend manuals.
- Good communication skills.

4. **Experience**

- 6 months to 1 year previous experience required.

5. **Physical Demands**

- Extensive physical strain in carrying heavy equipment, lifting, considerable standing and walking.

6. **Working Conditions**

- Frequent interruptions in conducting work.
- Exposure to all weather conditions, dust, dirt, chemicals, fumes, noise from equipment and exposure to diseases.