

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

Under the direction of the Director of Maintenance, the Assistant Director of Maintenance and the Director of Custodial Services, maintain security of buildings on weekends, move equipment from building to building and perform grounds maintenance duties.

2. Duties

- Perform security duties throughout the schools during off hours including checking schools for damage on weekends, responding to security alarms, and opening and closing schools for community groups.
- Monitor heating equipment several times a day on weekends throughout the winter months (October to May) and maintain a log book on weekends.
- Move equipment as required including chairs, stages and supplies, and make general deliveries.
- Maintain school grounds, including cutting grass, patching asphalt, removing snow and supervising summer grounds-keeping help.
- Substitute for the Courier and the Custodians on an on-call basis and assist trades people as requested.

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**

- Over 6 months - up to 1 year on the job.

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.