

SUPPORT STAFF PERSONNEL QUALIFICATIONS AND DUTIES MAINTENANCE SERVICE PERSON

1. Position Summary

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

2. Duties

- Complete work orders as assigned by the Maintenance Custodial Coordinators including 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.
- Other duties as assigned.

3. Education

- Grade 12 education and/or related work experience.
- Valid Class 5 Manitoba driver's license.
- Willingness to engage in 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.

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.