BOARD OF EDUCATION

**Saskatoon School Division No. 13**

# P O S I T I O N D E S C R I P T I O N

**Position: PREVENTATIVE MAINTENANCE TECHNICIAN**

**Immediate Supervisor: ASSISTANT MANAGER OF MAINTENANCE**

**Core Function:**

Under the direction of the Assistant Manager of Maintenance, the Preventative Maintenance Technician will identify and inspect the mechanical, heating and cooling systems and calibrate thermostats as outlined in Saskatoon Public Schools Preventative Maintenance Program. The Preventative Maintenance Technician will update and maintain records for the systems as directed.

## **Duties and Responsibilities:**

1. Inspection and adjustment of mechanical equipment and building controls. This could include: room thermostat calibration, belt tension adjustment and alignment, damper adjustment, urinal water conservation controls, coil cleaning and correct operation of filtration systems.
2. Complete training and programs as prescribed by the Board in order to facilitate the delivery of its services.
3. Performs all preventative maintenance related work on equipment and records in the record books/software provided.
4. Operates division computer system including email, preventative maintenance (FAME) requisitions, energy management software (e.g. Metasys).
5. Identify and diagnose facility mechanical problems by utilizing blue prints and software (e.g. Metasys).
6. With the immediate supervisor, assist new or inexperienced building operators and caretakers in preventative maintenance tasks.
7. Cooperates and assists stakeholders, both internal and external, when dealing with preventative maintenance issues.
8. Practices all safety and emergency procedures. Ensures the facility is left in a secure and operable condition when finished.
9. Stays up to day on WHIMIS labels and MSDS sheets related to Saskatoon Public Schools facility products.
10. Communicates in a timely manner, any building or site deficiencies to the Assistant Manager of Maintenance.
11. Performs such other duties as may be required to meet organizational needs and objectives as assigned.

**Qualifications:**

1. Grade XII or equivalent, plus a 5th class engineers certificate as assigned by the Saskatchewan Department of Labour or other certificate if required.
2. Strong mechanical aptitude and ability.
3. Possession of a valid Saskatchewan driver’s license.
4. Demonstrated ability to utilize division software systems including email, energy management (Metasys), preventative maintenance (FAME), and maintenance requisitions.
5. Demonstrated ability in operating various mechanical and electrical systems within the division including the facility automated control system, fire protection, fire sprinkler, and irrigation systems.
6. The physical ability to carry out all duties including the ability to lift heavy objects, use ladders at various heights, move around in the facility plants and work in confined spaces.
7. Excellent interpersonal, communication and customer service skills.
8. Effective problem solving, decision making, organizing and planning skills.
9. Ability to work independently or as part of a team.
10. The ability to obtain Level 1 and Level 2 in Occupational Health and Safety training.

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