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: ASSISTANT BUILDING OPERATOR**

**Immediate Supervisor: MANAGER OF OPERATIONS**

**Core Function:**

Under the general supervision of the immediate supervisor and general direction of work assignments from the Building Operator, the Assistant Building Operator assists in cleaning, maintenance and plant operations to ensure school division properties have a safe, clean, learning and working environment that is kept in a comfortable and presentable condition.

**Duties and Responsibilities:**

1. Performs cleaning duties with the use of hand and power tools and equipment, following standard daily and rotational cleaning schedules and verbal instruction. May assign similar shared duties to others on shift or while acting in a senior capacity.
2. Uses brooms, brushes, mops, vacuums, scrubbers and related equipment to clean floors in halls, stairs, mudrooms, bathrooms, classrooms, gymnasiums, offices, meeting rooms and other areas within system facilities.
3. Functions as a work leader on shift or while acting as the Building Operator. Assists in training new caretaking staff in work related duties.
4. Assists in maintaining boilers and other heating or cooling plant systems by monitoring gauges, adjusting controls and conditioning boiler feed water with specified chemicals. Maintains records of operation and performs minor maintenance or adjustments on afternoon or evening shifts or as acting Building Operator.
5. Operates power and hand equipment to wash, scrub, polish, apply floor finish, remove scuffmarks on a variety of floor surfaces. Vacuums carpeted floors and upholstered furniture.
6. Cleans and/or polishes fixtures, lockers, walls, doors, windows, light fixtures, ledges, pipes, furniture, desks, tables and chairs. Performs spot cleaning to remove spills, splashes, graffiti and similar unsightly matters.
7. Keeps water fountains, sinks, toilets, urinals, mirrors, shower fixtures and stalls clean and replenishes expendable supplies.
8. Assists in maintaining, grounds including lawn cutting, flower beds, fence lines and garbage pick up. Removes snow from entryways and sidewalks with shovels, blowers or brooms.
9. Replaces spent light bulbs and may perform minor repairs to furniture, desks, tables, doors, closing mechanisms and related building furnishings.
10. Regularly lifts, moves and carries equipment, furniture and supplies up to 22 kg alone, or if heavier, with assistance of co-workers or aids.
11. Oversees facilities used for rentals during evenings and weekends to ensure compliance with rental rules and regulations. Secures areas not in use, tidies areas after use, and secures building by locking doors, windows and arming alarm systems upon departure.
12. Co-operates with and assists students, school staff, the community and other people visiting the building, including maintenance staff, contractors, etc.
13. Works the day shift in the absence of the Building Operator.
14. Performs such other duties as may be required to meet organizational needs and objectives as assigned.

**Qualifications:**

1. Grade XII or equivalent, plus a Fireman’s Certificate as assigned by the Saskatchewan Department of Labour or other certificate if required by management.
2. Refrigeration Operators or 5th Class Engineer’s Certificate requirement based on assignment location.
3. The physical ability to carry out all duties as outlined under duties and responsibilities.
4. The ability to utilize email, process maintenance requisitions, supply orders and the energy management system.
5. Ability to organize and lead co-workers.
6. Strong interpersonal, communication and customer service skills combined with effective problem solving, decision making, organizing and planning skills
7. Preference will be given to those that have completed Level 1 of the Building Operator Training Program.

March 2020