**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: GENERAL MAINTENANCE WORKER**

**Immediate Supervisor: MANAGER OF MAINTENANCE**

**Core Function:**

Under the general supervision of the immediate supervisor, the General Maintenance Worker performs a range of general maintenance functions on school division properties, either assisting Journeyman Trades or other personnel in the School Division or working alone in performing more specifically assigned duties of a maintenance or caretaking nature.

**Duties and Responsibilities:**

1. Provides assistance to Journeyman Tradesmen, Equipment Operators, Drivers or others to perform general facility and property maintenance functions.
2. Performs minor maintenance and repair tasks on a wide variety of items, such as desks or other furnishings, lawn maintenance, caretaker equipment and playground equipment, utilizing welders and hand or power tools.
3. Mows grass and weeds, applies fertilizer, power sweeps, lines tarmacs.
4. Performs boiler checks and chemical treatments as required at the Maintenance shop and schools.
5. May be required to perform caretaking duties of a similar nature in other system facilities as staffing needs dictate.
6. Operates light duty trucks, lawn tractors, small tractors and haul trailers in the performance of maintenance functions on system sites.
7. Assists others in the co-ordination and dispatch of personal lifts, loaned tools and equipment primarily from the tool crib in the Maintenance facilities.
8. Perform preventative maintenance tasks as assigned by the immediate supervisor with the requirement to work various scheduled shifts.
9. Operating alone or with assistance, loads and unloads vehicles, exercising care in transporting or moving of materials, furniture, equipment and supplies to or from the required area of sites by bending, lifting, carrying, pushing, pulling and climbing stairs or ladders.
10. Routinely lifts and carries items up to 22 kilograms and heavier items with help. Utilizes devices such as hand trucks, trolleys, pallet jacks, wheelbarrows, or vehicle-mounted devices such as powered tailgates or hoists.
11. Performs other such duties as may be required to meet organizational objectives and deadlines.

**QUALIFICATIONS;**

1. Grade Xll or equivalent.

1. The possession of a valid Saskatchewan driver's license, Saskatchewan Fifth Class engineer’s certificate or Fireman’s certificate may be required. Preference will be given to individuals with the Fifth Class certificate, past operator experience, construction experience.
2. Demonstrated mechanical ability and be willing to take additional training as required to complete their assigned duties.
3. The ability to use maintenance software programs will be considered an asset.
4. Physical ability to perform duties assigned. Ability to work at heights. Ability to work with respirator as required.
5. Demonstrated ability to work, communicate and get along well with others.
6. Willingness to be trained and certified to repair asbestos.

November 2022