



FRONTIER SCHOOL DIVISION POSITION DESCRIPTION
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JOB TITLE	Maintenance Helper
CLASSIFICATION	
DEPARTMENT	Maintenance
LOCATION	
REPORTS TO	Maintenance Supervisor Principal
STAFF SUPERVISED	n/a
PROBATIONARY PERIOD	Three months
EFFECTIVE DATE	

POSITION SUMMARY

The Maintenance Helper is involved in semi-skilled work of more than ordinary difficulty, usually involving acquired skills. Tasks are performed under the direct supervision of a maintenance person or a journeyman tradesperson. On occasion, the Maintenance Helper may perform routine tasks of limited complexity without direct supervision. This position differs from a labourer in the complexity of skills involved and in the degree of specific knowledge and/or experience required.

QUALIFICATIONS

Education

- Education acceptable to the School Division.

Experience

- One year maintenance experience.
- Valid Manitoba driver’s license.

Knowledge, Skills and Abilities

- Knowledge of the duties of maintenance trades.
- Good verbal and written communication skills.
- Good planning and organizational skills.
- Good interpersonal skills.
- Ability to operate light equipment.
- Ability to operate simple machines and motors and to use trade tools in a safe and effective manner.
- Ability to understand and follow instructions.
- Ability to work independently and as part of a team.

DUTIES AND RESPONSIBILITIES

- Completes routine tasks of some complexity and as appropriate to incumbent's level of skill and/or experience.
- Performs routine maintenance and repairs to facilities, equipment and fixtures.
- Assists maintenance person and trades persons as appropriate to skill and/or experience level and as allowable under applicable legislation and Division policy.
- Performs tasks generally assigned labourers as required.

Performs other duties as assigned.

CONTACTS

School staff and Maintenance staff

WORKING CONDITIONS

Outdoors and indoors, may be required to work in confined spaces, and on roofs
Will be required for emergency call-backs

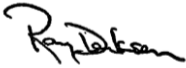


PHYSICAL AND VISUAL REQUIREMENTS

Physically able of performing assigned duties
Lifting up to 25 kg

EQUIPMENT USED

Maintenance equipment
Carpentry equipment
Plumbing equipment
Painting equipment

APPROVED

	March 9, 2012
Signature, Chief Superintendent	Date
	March 9, 2012
Signature, Secretary-Treasurer	Date
	March 9, 2012
Signature, Human Resources Coordinator	Date