



FRONTIER SCHOOL DIVISION POSITION DESCRIPTION
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JOB TITLE	Maintenance Person 1
CLASSIFICATION	
DEPARTMENT	Maintenance
LOCATION	
REPORTS TO	Principal
STAFF SUPERVISED	n/a
PROBATIONARY PERIOD	Three Months
EFFECTIVE DATE	

POSITION SUMMARY

This position requires the performance of general building maintenance. The Maintenance Person 1 performs semi-skilled work of more than ordinary difficulty, usually involving acquired skills. Practical knowledge and/or experience in at least one specific trade is required. This position differs from a labourer in the complexity of skills involved and in the degree of specific knowledge and/or experience required. Specific knowledge on the operation and service requirements of the heating and utility systems at the location may be required.

QUALIFICATIONS

Education

- Grade 12
- Valid Manitoba Driver’s license

Experience

- Three years maintenance experience.

Knowledge, Skills and Abilities

- Working knowledge of general maintenance standards and practices in the areas of plumbing and carpentry, painting and decorating, and grounds keeping.
- Knowledge of materials, application techniques and the tools required to complete maintenance tasks.
- Knowledge of safe practices and procedures required at the worksite.
- Knowledge of heating and utility systems in specific locations may be required.
- Knowledge of Workplace Safety and Health regulations (i.e. confined entry).
- Knowledge of WHMIS and First Aid.
- Ability to work independently and as part of a team.
- Good planning and organizational skills.
- Good interpersonal skills.
- Good communication skills both orally and in writing.
- Good planning and organizational skills.
- Ability to establish and maintain effective working relationships.

DUTIES AND RESPONSIBILITIES

- Monitors main water shut off, alarm system, heating system, main electrical and control panels and operates same to maintain continual operation and protect school from emergency damage.
- Performs required work on construction, renovations, repairs and general building maintenance.
- Operates all hand and power tools.
- Paints, decorates, finishes surfaces and refinishes cabinetry and furnishings.
- Performs required work in plumbing i.e. building renovations and/or maintenance repairs.
- Assembles, installs and repairs fittings and fixtures connected to water and sewer.
- Assesses basic electrical problems and refers to appropriate trades person for repair.
- Collects garbage and delivers mail, when applicable.

Performs other duties as assigned.

CONTACTS

Division, Area and School personnel
Suppliers and trades people

WORKING CONDITIONS

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

PHYSICAL AND VISUAL REQUIREMENTS

Physically able of performing assigned duties
Lifting up to 40 kg

EQUIPMENT USED

Tools of the trades

APPROVED

	April 4, 2012
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Signature, Chief Superintendent

Date

	April 4, 2012
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Signature, Secretary-Treasurer

Date

	April 4, 2012
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Signature, Human Resources Coordinator

Date