

# NORTH EAST SCHOOL DIVISION # 200



## **JOB DESCRIPTION**

**POSITION TITLE: Maintenance Helper**

**REPORTS TO:       Directly:       Maintenance Manager**  
**Indirectly:     Maintenance Foreman**

### **Purpose:**

The Maintenance Helper is responsible for the maintenance of the assigned facility or facilities to ensure its safe operation.

### **Required Education, Knowledge, Qualifications and Experience:**

- Minimum of Grade 12 diploma from a recognized educational institution
- Minimum of 1 year experience related to building maintenance or facility operation.
- Knowledge of building systems, trades and materials including electrical, plumbing, HVAC, carpentry, painting, flooring and grounds
- Proficiency in the operation of computers, word processing applications and additional software comparable to those currently used in the school division.
- Knowledge of policies, practices and procedures governing construction, renovations and maintenance of facilities
- Level I & II Occupational Health & Safety Regulations is preferred.
- Knowledge of Fire & Building Codes as well as fire/safety system requirements
- Valid Fireman's Certificate
- A current and valid Driver's License
- Knowledge of the Workplace Hazardous Materials Information System
- Knowledge of computers and applicable software similar to those utilized by the school division

### **Required Skills and Abilities:**

- Ability to work with minimal supervision.
- Ability to lead a team within a facility or facilities as well as be a member of that team
- Ability to prioritize multiple demands and effectively manage time.
- Ability to execute written and oral instructions for the safe, competent use and operation of equipment
- Work in varied climates and conditions which may include but is not limited to: dust, vapor fumes.
- Ability to do Heavy Load Work which includes:
  - exerting up to 80 lbs. of force occasionally (lifting and/or carrying)
  - exerting up to 30 lbs. of force frequently
  - exerting up to 20 lbs. of force constantly to move objects
- Employees must be physically fit and able to handle various tasks involving lifting, bending, twisting, turning, and climbing.
- Ability to perform major maintenance functions.
- Display a positive attitude

### **Supervision of Staff:**

May provide indirect or day to day supervision to seasonal maintenance staff, contracted services and school caretakers as required

### **Duties and Responsibilities:**

Without restricting the generality of the general description above, the Maintenance Helper shall perform such duties and responsibilities as may be assigned including but not restricted to the following:

- Ensure that general maintenance to all facilities, grounds, play equipment and fences are carried out through regular inspections and repairs
- Help maintain a preventative maintenance program for the facilities responsible for
- Review and recommend maintenance repairs and upgrades to the Maintenance Foreman.
- Perform maintenance and repair duties which may include but is not limited to: filter changes, lubrication of equipment, plumbing repairs, carpentry, electrical and painting.
- Help maintain and control adequate inventory of maintenance supplies.
- Maintain awareness of technical developments and advancement in practices, equipment, supplies and materials.
- Promote safe work practices in accordance with Occupational Health & Safety, Board Policy and directives by supervisors.
- Maintain awareness of applicable legislation, codes and regulations as it applies to public buildings.
- Work with contractors who may be engaged to perform maintenance work for the Division.
- Perform grounds maintenance such as: litter pickup, grass cutting, tree trimming, grounds watering, snow & ice removal.
- Assist in emergencies which may involve emergency call-outs to perform repairs and / or to re-secure the buildings.
- Maintain maintenance records as required.
- May be required to fulfill custodial tasks as assigned
- Develop and maintain a positive working rapport with the Principals, staff and general public.
- Practice safe work habits at all times.
- Deal tactfully with staff, students and the public.
- Participate in all scheduled in-services as required.
- Conduct oneself in a manner appropriate to an educational institution that provides services to children.
- Be willing to engage in lifelong learning with respect to training, in-service and courses of study.
- Be knowledgeable and supportive of applicable Operational Policies and Procedures
- Will be required to travel and work throughout the division
- Perform other duties as may be required or assigned by the Maintenance Foreman, Maintenance Trades personnel, and Maintenance Manager.

### **Judgment, Independence and Client/Peer Contact:**

#### **Confidentiality:**

At no time should a Maintenance Helper discuss, in public, information pertaining to a student or staff. The Maintenance Helper is expected to respect the nature of the position by avoiding the discussion about any topics that are not formally communicated to the public by the administration of the schools or the school division. Breaching confidentiality is a serious violation of acceptable conduct.

**Independence:**

The Maintenance Helper is expected to work independently and as a team member of the Facilities Department, all schools and the division office as required.

**Client/Peer Contact**

This employee works collegially with school staff, school-based administration and other school-division staff. Contact with other employees and outside agencies is regular and frequent.

**Responsibility for Quality of Assigned Work:**

The employee is under direct supervision and is responsible to achieve the quality of work as assigned by the supervisor.

**Salary Grid: Maintenance Helper**

The salary grid for the Maintenance Helper is tied to the following grid(s):

**Non-Unionized Administrative Guidelines**

<b>Approved By:</b>	Dean Biesenthal, Supt of Human Resources
<b>Date Approved:</b>	May 2011
<b>Reviewed:</b>	