

# JOB DESCRIPTION

**POSITION TITLE:** BUILDING OPERATOR

**REPORTS DIRECTLY TO:** MAINTENANCE SUPERVISOR

**REPORTS INDIRECTLY TO:** FACILITIES PLANNER

**ORGANIZATION:** PRAIRIE SPRIT SCHOOL DIVISION NO. 206  
WARMAN, SASKATCHEWAN

**DATE:** JUNE, 2013

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## ABOUT THE PRAIRIE SPIRIT SCHOOL DIVISION

The Prairie Spirit School Division No. 206 was formed in 2006 as a result of an amalgamation of three school divisions. The School Division has 45 schools located in 28 communities surrounding the City of Saskatoon which includes 3 First Nations and 9 Hutterite communities. The student population of approximately 10,000 is served by a team of dedicated professionals and support staff.

Prairie Spirit School Division requires that all employees:

- conduct themselves in a manner that is appropriate to an educational institution that provides services to children,
- deal tactfully with staff and the public,
- be knowledgeable and supportive of Board policies,
- be willing to engage in lifelong learning.
- Will respect the confidential nature of their position by avoiding discussion about any topics that are not formally communicated to the public by administration of the school or school division. Breaching confidentiality is a serious violation of acceptable conduct.

## THE POSITION

The Building Operator ensures that building heating, cooling, mechanical and electrical systems are maintained and operated to provide a safe, clean learning and working environment.

## KEY ACCOUNTABILITIES

### Accountability: General Duties and Responsibilities

- Operate and maintain hot water boilers and other heating and cooling systems in accordance with government regulations and School Division procedures. Monitor and adjust all chemical levels in the systems.
- Operate and maintain all heating, ventilating and air conditioning (HVAC) systems as per School Division procedures.
- Perform all routine and preventative maintenance work on all equipment, devices and furnishings. Record work as required by government agencies and School Division procedures.
- Regularly lift, move and carry equipment, furniture and supplies up to 22 kg (50 lb.) alone, or if heavier, with assistance of co-workers or aids.
- Process e-mail, maintenance requisitions, supply orders and the BAS energy management system (i.e. scheduling HVAC systems).
- Work with and monitor contractors on building renovation and repair. Assist with government and contract inspections related to fire systems, elevators, boiler, building inspections, security system, etc.

- Practice all safety and emergency procedures. Maintain WHMIS labels and MSDS updates related to caretaking products.
- Communicate any building or site deficiencies to the Maintenance Supervisor in a timely manner.
- Participate in education, and training courses provided by the school division.
- Practice safe working habits at all times.

#### **SKILL & COMPETENCY REQUIREMENTS**

- Ability to work as a team player
- Ability to work independently with minimal supervision
- Ability to prioritize multiple demands
- Ability to integrate policy into decision-making
- Self-directed, task, and goal oriented
- Ability to maintain strict confidentiality with respect to school division operations
- Ability to deal with a broad range of members of the public
- Display a positive attitude

#### **EDUCATION, KNOWLEDGE AND EXPERIENCE**

- Possess Grade 12 diploma.
- Minimum Fifth Class Engineer's Certificate as assigned by the Saskatchewan Department of Labour.
- Ability to process email, maintenance requisitions, supply orders and building automation systems (i.e. scheduling, altering set points and diagnosing heating, cooling and ventilation problems).
- Proficiency to operate and maintain various types of mechanical and electrical systems, with some diagnostic skills in the above areas (i.e. fire protection alarm, fire sprinkler systems etc.).
- Ability to develop and carry out preventive maintenance programs.
- The physical ability to carry out all duties as outlined.
- Exceptional interpersonal, communication and customer service skills, combined with effective problem solving, decision making, organizing and planning skills.
- Time management skills with the ability to handle multiple demands and competing priorities.