

# JOB DESCRIPTION

**POSITION TITLE:** MAINTENANCE WORKER

**REPORTS DIRECTLY TO:** MAINTENANCE SUPERVISOR

**REPORTS INDIRECTLY TO:** FACILITIES PLANNER

**DIRECT REPORT:** N/A

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

**DATE:** MAY, 2012

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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 44 schools located in 28 communities surrounding the City of Saskatoon which includes 3 First Nations and 9 Hutterite communities. The student population of approximately 9,400 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 Maintenance Worker safely carries out all repairs and maintenance at school division facilities to ensure the safety of students and staff.

## KEY ACCOUNTABILITIES

### Accountability: Repair and Maintenance of Facilities and Equipment (85%)

- Repair and Maintenance tasks identified in work orders or at the direction of the Maintenance Supervisor may include but are not limited to:
  - Plumbing installations and repairs.
  - Repair and maintenance of HVAC systems.(work must be certified by a journeyman)
  - Controls calibration and installation.(work must be certified by a journeyman)
  - All aspects of electrical work including service work and new installation of equipment and circuitry (work must be certified by journeyman).
  - Roof repairs and maintenance (i.e. patch repairs to flashing, etc.).
  - Hardware repair, adjustment and replacement.
  - Window repairs/replacement.
  - Floor repair and replacement.
  - Suspended ceiling repair and new installation.
  - Carpentry renovations, carpentry repair.

- Drywall preparation and painting.
- Equipment repair and maintenance.
- Lock repair and pinning.
- Division on call rotation.
- Oversee outside Service Providers.
- Reactive maintenance repairs.
- Preventative maintenance.

**Accountability: Repair and Maintenance of Grounds (5%)**

- Repair playground equipment and install new equipment.
- Repair and/or replace fences .
- Improve or construct landscaping and drainage issues.

**Accountability: Fabrication (5%)**

- New construction
- General welding and metal fabrication.
- Millwork fabrication and installation.
- Concrete forming, placement and finishing.

**Accountability: Other (5%)**

- May occasionally be asked to coordinate projects either large or small.

**SKILL & COMPETENCY REQUIREMENTS**

- Ability to work with minimal supervision.
- Ability to safely operate tools and equipment required to perform assigned work such as miscellaneous hand tools, power tools (skill saws, drills).
- Ability to work as a team player.
- Ability to display a positive work attitude.
- Ability to produce quality work in the area assigned (i.e. painting, carpentry, welding, etc.).
- Ability to plan and expedite work as it pertains to assigned projects.
- Ability to work cooperatively with other trades and contracted personnel.
- Ability to read plans and interpret specifications.
- Skill in the use of assigned tools and equipment (power tools, etc.).
- Ability to do Heavy Work (exerting up to 100 lbs. of force occasionally and/or up to 50 lbs. of force frequently, and/or up to 20 lbs. of force constantly to move objects).

**EDUCATION, KNOWLEDGE AND EXPERIENCE**

- Minimum of three years' experience in one or more of the building trades.
- Valid driver's license.
- Related training or experience would be a definite asset in all areas of building maintenance or construction.
- Construction safety training (fall arrest, scaffold training, lift training etc.) is preferred, but as a minimum, must be willing to obtain this training.