

## PRAIRIE SPIRIT SCHOOL DIVISION NO. 206

**POSITION TITLE:**            **MAINTENANCE WORKER - JOURNEYPERSON**

**Reports to:**                    **Directly:     Maintenance Supervisor**  
   **Indirectly:   Superintendent of Finance, Administration, and Planning**

### **General Description:**

The Maintenance Worker-Journey-person works collaboratively as part of the maintenance team to keep our facilities in good repair by providing assistance in the various building trades areas.

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

- Journey-person certificate in one or more of the following trades: Plumbing/Gas Fitter; HVAC/Refrigeration; Carpenter; or Electrician
- 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.

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

- 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).

### **Supervision of Staff:**

There is no supervision of staff within the scope of this position.

### **Duties and Responsibilities:**

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

1. Be willing to engage in lifelong learning with respect to training, inservice and courses of study.
2. Conduct oneself in a manner appropriate to an educational institution that provides services to children.
3. Deal tactfully with staff, students and the public.

4. Be knowledgeable and supportive of applicable School Division policies and procedures.
5. Practice safe work habits at all times.
6. Complete tasks as identified in instructions conveyed by work orders or by direction of Maintenance Supervisor.
7. Be responsible for completing all tasks, that pertain directly to the trade in which the journeyperson certificate is held.
8. Inspect and certify work done by non-journeyperson personnel in the area that directly pertains to the journeyman certificate held.
9. Tasks, according to the certificate held, may include but are not limited to:
  - Plumbing/gas fitting installations and repairs
  - Repair and maintenance of HVAC systems
  - Controls calibration and installation
  - All aspects of electrical work including service work and new installation of equipment and circuitry.

The Maintenance Worker - Journeyperson may also be asked to assist in the following areas:

10. Perform routine maintenance on Division facilities and grounds.
11. Occasional coordination of projects big or small
12. Tasks may include but are not limited to:
  - 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.
  - New construction, carpentry, carpentry renovations, carpentry repair.
  - Drywall preparation and painting.
  - Playground equipment repair and installation of new equipment.
  - Fence repairs/replacement.
  - General welding and metal fabrication.
  - Equipment repair and maintenance.
  - Millwork fabrication and installation.
  - Concrete forming, placement and finishing.

### **Judgement, Independence and Client Contact:**

- **Confidentiality**

At no time should a Maintenance Worker-Journeyperson discuss in public information pertaining to a student. A Maintenance Worker-Journeyperson is expected to respect the confidential nature of their position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the school or the school division. Breaching confidentiality is a serious violation of acceptable conduct.

- **Independence**

A Maintenance Worker-Journeyperson is expected to work independently.

- **Working Jointly with Other Staff on Common Assignments or Tasks**

This position involves working jointly with other maintenance workers, caretakers and school-based administration on a daily basis.

**Responsibility for Quality of Assigned Work:**

The employee receives general supervision and is solely responsible for the quality of the assigned work. The efficient, effective, timely and economical maintenance of buildings is critical to the educational program of the division. The “first impression” image of the organization is dependent upon the quality of the work.