

- Be willing to engage in lifelong learning with respect to training, inservice and courses of study.
- Conduct oneself in a manner appropriate for an individual employed by an educational system that provides services to children.
- Deal tactfully with staff, students and the public.
- Be knowledgeable and supportive of applicable Board policies.
- Perform routine maintenance on Division facilities and grounds.
- Practice safe work habits at all times.
- Complete tasks as identified in instruction conveyed by work orders or by direction of Supervisor of Facilities.
- Occasional coordination and monitoring of the work of labourer.
- Tasks may include but are not limited to:
 - Plumbing installations and repairs.
 - Repair and maintenance of HVAC systems.
 - Controls calibration and installation.
 - All aspects of electrical work including service work, new installation of equipment and circuitry.
 - Roof repairs and maintenance (i.e. patch, repairs to flashings, etc.)
 - Hardware repair, adjustment and replacement.
 - Window repairs/replacement.
 - Floor repair/replacement.
 - Suspended ceiling repair and new installation.
 - New construction carpentry, renovation carpentry, maintenance/repair carpentry.
 - Drywall preparation and painting.
 - Playground equipment repair and installation of new equipment.
 - Fence repairs/replacement.
 - General welding and metal fabrication.
 - Equipment repair and maintenance (i.e. vacuums, floor care equipment, maintenance equipment, etc.)
 - Millwork fabrication and installation.
 - Concrete forming, placement and finishing.
 - Testing of facility emergency systems (i.e. sprinkler systems, fire alarms, etc.).
- Work is not limited to the trade for which the employee has certification (if applicable).

Judgement, Independence and Client Contact:

- Confidentiality
 - A Maintenance Worker is expected to respect the confidential nature of the position by avoiding discussion of any topics that are not formally communicated to the public by the administration of the school or the Division. Information regarding a student, staff member or Board member must not be discussed in public or with any person not authorized to receive that information. Exchange of personal information within the system shall be on a “need to know” basis. Breaching confidentiality is a serious violation of acceptable conduct and is grounds for disciplinary action up to and including termination of employment with the Board.

- Independence
 - A Maintenance Worker is expected to work independently and take initiative.
- Working Jointly with Other Staff on Common Assignments or Tasks
 - This position involves working jointly with other maintenance workers, caretakers and labourers 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 this work.

New appointees will undergo a ten (10) month probationary period.

Mission: Laying the foundation for success.

Vision: One student at a time.

Director Approved: August 14, 2007.