

Christ the Teacher Catholic Schools

ROLE DESCRIPTION

SECTION:	400 – PERSONNEL & EMPLOYEE RELATIONS	CODE:	AP 480.11
POSITION:	MAINTENANCE WORKER I		

1. **Immediate Supervisor:** The Maintenance Worker I works under the direct guidance of the Maintenance Worker II and under the general supervision of the Chief Financial Officer.

2. **Primary Function**

The **Maintenance Worker I** ensures that all school district grounds and facilities are kept in good repair and working order, thereby providing the students and staff with a safe, attractive, comfortable, clean and efficient environment in which to learn, play, work, and develop.

Under general supervision of the Maintenance Worker II, assists in the performance of skilled trade and semi-skilled maintenance, repair, and construction tasks pertaining to school facilities and performs other related work as required and/or assigned.

3. **Minimum Qualifications**

- 3.1 High school diploma or the equivalent supplemented by training in one or more of the maintenance trades.
- 3.2 Two or more years of increasingly skilled experience as a worker in one or more of the basic maintenance trades.
- 3.3 Appropriate credentials to operate boilers.
- 3.4 Possession of a valid and appropriate Saskatchewan driver's license; have an acceptable driving record; and qualify for insurability by the District's insurance carrier.
- 3.5 Must pass criminal record check.

4. **Knowledge, Skills and Abilities**

- 4.1 The ability to work with minimal supervision in performance of duties.
- 4.2 Knowledge of basic methods, techniques, materials, tools, and equipment used in maintenance, repair, and construction work;
- 4.3 Ability to skillfully use a variety of tools and equipment utilized in one or more of the basic maintenance trades;
- 4.4 Knowledge of regulations, and operational procedures pertaining to the repair, maintenance, and construction of school buildings and equipment;
- 4.5 Knowledge of HVAC Systems.
- 4.6 Working knowledge of safe work practices and occupational hazards.

- 4.7 Ability to establish and maintain an effective working relationship with those contacted in the course of work;
- 4.8 Assists in the completion of simple records and prepare reports;
- 4.9 Good level of general fitness and well-being and the ability to climb a ladder or use a lift that exceeds twenty-five (25) feet.
- 4.10 The ability to understand, interpret and follow written and oral instructions.
- 4.11 The ability to follow instructions willingly, to meet deadlines, and to demonstrate: organizational loyalty, honesty, punctuality and dependability.
- 4.12 Maintains a neat and clean personal appearance.

5. Performance Responsibilities

- 5.1 Assists the Maintenance Worker II in the performances of semi-skilled and skilled tasks of a general nature in maintenance, repair, and construction work in the basic maintenance trades, such as carpentry, painting, electrical, plumbing, heating, air conditioning, locksmithing, carpet and tile installation;
- 5.2 Maintains a good working relationship with the Maintenance Worker II so a team effort can be enhanced;
- 5.3 Seeks advice and follows directions of the Maintenance Worker II;
- 5.4 Assists in, or performs a variety of functions in the construction, installation and maintenance of roofs, furniture, fences, playground equipment, shelving, chalkboards, bulletin boards, and a variety of other structures and fixtures
- 5.5 May assist in the installation and replacement of doors and window glass;
- 5.6 Assists in the repair and maintenance of heating, ventilation, and cooling equipment;
- 5.7 Assists in the installation, repair, and maintenance of door locks and closures;
- 5.8 Changes filters, belts, oils motors and bearings, cleans coils on a variety of HVAC units as scheduled;
- 5.9 Ensures that all fire extinguishers are in place and in proper working order;
- 5.10 Exercises due care, concern, and know-how in using the school division's tools and equipment in the process of maintenance work;
- 5.11 Wears proper safety equipment while working with all equipment;
- 5.12 Maintains grounds in clean and orderly manner including mowing, trimming, weeding, aerating and fertilizing lawns; replaces plants as needed; trims tree branches that create hazardous situations;.
- 5.13 Removes snow/ice from fire exits and walkways on division property;
- 5.14 Prepares athletic fields for games and practices;
- 5.15 Maintains grounds keeping equipment;
- 5.16 Ensures division vehicles are maintained for the safety of students and staff;
- 5.17 Transports and stores school supplies and equipment by various school locations.
- 5.18 Reports all unsatisfactory school facility conditions to the Maintenance Worker II and school principal;

- 5.19 Assists the Maintenance Worker II in the inspection of facilities, systems, playground equipment and their components for the purpose of ensuring safety and cleanliness, and identifying necessary repairs;
- 5.20 Responds to emergency situations for the purpose of resolving safety concerns and taking appropriate actions to maintain educational services;
- 5.21 Responds to emergency calls that may occur after normal working hours;
- 5.22 Performs other job duties or responsibilities necessary for the operation of the maintenance department as assigned by the Maintenance Worker II;
- 5.23 Arranges annual holiday leave with the Maintenance Worker II and Secretary-Treasurer prior to June 1. The facilities maintenance person is to be on duty at least two (2) weeks before school opening;
- 5.24 Performs any other tasks as might be determined by the Maintenance Worker II, Secretary-treasurer or Director of Education;
- 5.25 Follows the orders or regulations that may be issued by the Fire Commissioner's Office, Workmen's Compensation Board, Labour Act, Ministry of Health or the Division and ensures the principal is aware of such orders or regulations.
- 5.26 At no time should the facilities maintenance person discuss information pertaining to employees, students or the operation of the division in public. The Facilities maintenance person is expected to respect the confidential nature of the 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 and The Local Authority Freedom of Information and Protection of Privacy Act.

6. Physical Requirements and Working Conditions

- 6.1 Heavy work involving lifting, carrying, pushing, and/or pulling of objects weighing up to 100 pounds with frequent lifting and/or carrying objects weighing up to 50 pounds. Physical dexterity in limbs and digits to operate hand and power driven tools and equipment commonly used in the maintenance trades and perform strenuous manual labor; ability to bend, stoop, grasp, and reach.
- 6.2 Duties may involve working off the ground using ladders, scaffolds, and/or mechanical lifts

7. Terms of Employment

- 7.1 Eight (8) hours per day/Twelve (12) months a year.
- 7.2 Overtime pay and hiring of persons for extra or special duties shall be authorized by the Chief Financial Officer.
- 7.3 Vacation Utilization & Carryover
 - 7.3.1 Annual vacation leave is intended to provide an opportunity for self-renewal. Vacation may be split into separate periods but it is recommended that all employees take at least one period of ten (10) consecutive vacation days in each calendar year.
 - 7.3.2 The Chief Financial Officer will approve the utilization of vacation days. Two weeks are to be used during the summer and two weeks during the school year.

- 7.3.3 The Chief Financial Officer is to ensure that the Maintenance Worker I uses their vacation days as indicated in the worker's contract.
- 7.3.4 In May and December the Payroll Clerk will provide the Chief Financial Officer with a Vacation Utilization report to assist the Chief Financial Officer in ensuring the utilization of vacation days.
- 7.3.5 Carryover
 - 7.3.5.1 It is the responsibility of the employee to limit carryover.
 - 7.3.5.2 Vacation days of 5 days or less will be considered as carry-over vacation days and must be used within 6 months.
 - 7.3.5.3 The vacation day carryover must be made in writing to the Director of Education 30 days prior to the employment anniversary date and have the support of the Chief Financial Officer.
 - 7.3.5.4 In extraordinary circumstances the Director of Education may decline a request of carry-over and initiate a payout of the excess accumulated vacation.
- 7.3.6 All earned vacation will either be used prior to the employee's last day of employment or will be paid out to the employee on his/her last day of work.
- 7.4 Hours of work: 8:00 AM to 12:00 PM and 1:00 PM to 5:00 PM
- 7.5 The maintenance worker will be paid 3.0 hours of overtime, at a rate of 1.5 x regular salary, for each evening or weekend day that he performs an emergency call-back.
- 7.6 The maintenance worker who uses their personal vehicle for travel between the assigned schools will receive a monthly taxable allowance of one hundred sixty-five dollar (\$130.00) as compensation. This allowance may be adjusted from time to time to better reflect appropriate compensation.

8. Confidentiality

- 8.1 At no time should a Maintenance Worker discuss, in public, information pertaining to employees, students or the operation of the division. A Maintenance Worker 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 and The Local Authority Freedom of Information and Protection of Privacy Act.

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