

Okanagan Similkameen School District No. 53

Job Description

JOB TITLE: MAINTENANCE WORKER III

JOB NO: 345

RESPONSIBLE TO: Director of Facilities

JOB SUMMARY: Under the supervision of the director of facilities, the maintenance worker III provides semi-skilled maintenance, and assists other trades as required.

JOB DUTIES AND RESPONSIBILITIES:

1. semi-skilled maintenance on buildings, grounds, equipment and furnishings such as painting, electrical, plumbing, carpentry, millwork, roofing and drywall;
2. prioritize work assignments, order supplies/materials, recommend purchase of equipment and initiate work orders;
3. determine appropriate methods and materials for timely and efficient project completion;
4. maintain records, forms and documents;
5. maintain a clean and safe work environment;
6. may be required to remove snow and ice, deliver/pick up mail, and respond to emergency call-outs for security and/or repairs;
7. participate in job-related training and staff development;
8. communicate positively and effectively, and interact as a collaborative and consultative team member;
9. understand and act in accordance with school and district policies and procedures, district Health & Safety Manual, WorkSafeBC regulations, and Motor Vehicle Act;
10. maintain confidentiality; and
11. other duties as assigned.

REQUIRED QUALIFICATIONS:

1. ten months of relevant courses;
2. Class 5 BC driver's licence and a safe driving record (driver abstract required);
3. three years relevant experience obtained within the last five years;
4. demonstrated knowledge of the methods, materials and tools used in maintenance and construction;
5. ability to take direction from supervisor(s) and work as part of a team;
6. effective communication skills in verbal, written and electronic format;
7. strong problem-solving and organization skills; and
8. physical ability to perform all aspects of the position.