

MAINTENANCE ASSISTANT

Under the direction of the maintenance supervisor, works as a team player and assists in providing a safe and healthy environment through the effective maintenance of the facilities and grounds for staff and students of Pine Creek School Division.

Duties & Responsibilities:

1. Perform assigned maintenance tasks, including but not exclusive of:
 - Interior and exterior of buildings
 - Painting - minor touch up of handrails, trim, doorframes and occasional wall (hole repair)
 - Carpentry, installs and assembles items such as chalkboards, shelving, scaffolding, flooring, boot racks, window repairs and minor roof repairs, drapery installation and repair
 - Building Systems
 - ❖ Plumbing
 - Repair to water closets, urinals, & piping
 - Replacement of water closets, sinks, taps and hot water tanks
 - Re-route water supply and drain lines
 - Unplug sewer lines
 - ❖ Electrical
 - Replacement of plugs, light switches, ballasts, fixtures & motors
 - Capable of extending circuits if requested
 - Trouble shoot electrical problems and repair (eg. emergency lighting circuitry, battery replacement)
 - Adjustment to controls pneumatic and electric
 - ❖ Mechanical
 - Clean heating/cooling coils
 - Replacement of bearing blocks or assembly
 - Overhaul damper louvers

The above work is to be carried out according to specified code.

- Equipment and furniture – move and repair
 - Monitoring of preventative maintenance program
2. Maintenance work on school grounds (maintenance of structures in nature such as ball back stops, goal posts and fences)
 3. Deliveries, including the loading and unloading, supplies, materials, equipment, furniture, risers, staging and lawn equipment
 4. Relief custodial work in school when requested
 5. Prepares records and report as required. eg. work orders, tracking of building system maintenance (maintaining work log of each building)
 6. Assist other maintenance crews as required (Contractors)
 7. Perform other related duties as assigned

Required Qualifications:

1. Knowledge of all aspects of the building trade
2. Prior building maintenance experience
3. Building operator course
4. Class 5 Power engineer
5. Valid class 5 driver's license
6. Physically and medically fit and capable of performing manual labor (may be required to work in confined space)
7. High school standing
8. Good interpersonal writing, oral and communication skills
9. Ability to work with minimal supervision
10. Current WHIMIS training and certification (willing to complete and maintain WHIMIS certification)
11. Willing to complete basic 1st Responder course

Preferred Qualifications:

-Preference given to candidate with trade standings

Weekend work – (may be required to work weekend in emergency situation)

Tools - (provide own hand tools to carry out the work)

Applicants will be subject to a Child Abuse Registry check.