SUMMARY
Performs buildings maintenance, carpentry, welding and locksmith tasks to ensure that district sites and equipment are maintained with regard to safety, serviceability and appearance.

DUTIES
• Constructs, renovates and repairs district buildings, equipment and fixtures
• Installs, replaces and repairs locks
• Keeps records of district lock and key systems
• Purchases and inventories supplies and equipment
• Maintains tools and equipment in a safe and serviceable manner
• Supervises assistant(s)
• Operates district vehicles and equipment used in construction and building maintenance
• Transports supplies and equipment
• Assists other maintenance staff in performance of their duties
• Performs grounds and/or painting duties
• Performs other assigned comparable duties which are within the area of knowledge and skills required by the job description

QUALIFICATIONS
• Grade 10
• BC Ministry of Labor Trade Ticket in Carpentry, Locksmith and Welding
• Valid BC Class 5 Drivers License
• Or an equivalent combination of two years training and experience in related work

DESIZED ASSETS
• Working knowledge of Workers’ Compensation Board Safety Procedures

RELATIONSHIPS
• Responsible to Head Maintenance

APPROVED
On behalf of: School District #64 (Gulf Islands) On behalf of: CUPE Local 788
Rod Scotvold Peter Price
Secretary Treasurer President

June 18, 2007 June 18, 2007

Classification: Operations V

JJEC approved date: May 31, 2007