



School District No. 46 (Sunshine Coast)

JOB DESCRIPTION #M-01

CARPENTER

Location: Maintenance

SUMMARY:

Under the direction, supervision and evaluation of the Manager of Facilities and Transportation, provides carpentry services related to the maintenance, alteration and construction of District buildings, fixtures and equipment.

DUTIES:

- Constructs, alters, installs and repairs buildings, furnishings, equipment and other structures.
- Performs a variety of carpentry duties related to concrete laying, millwork, glass replacement, dry walling and floor covering.
- Reads and interprets drawings and specifications, determines material requirements, lays out projects, reports on work in progress, and proposes changes in plans and schedules as required.
- Directs and advises other employees.
- Loads and unloads vehicles; transports materials and equipment as required.
- Ensures quality workmanship and safety of work sites.
- Provides the basic hand tools common to this trade.
- Performs all duties with a level of interpersonal skills appropriate to the position.
- Maintains the confidentiality of sensitive information seen or heard.
- Maintains familiarity with Workplace Hazardous Materials Information System (WHMIS) / Globally Harmonized System (GHS) and WorkSafe BC.
- May be required to assist in other areas of the District Maintenance program, if necessary.
- May be required to perform other job related duties as assigned.

QUALIFICATIONS:

- Valid BC Trade Certification as a Carpenter
- Minimum of four years experience at the journeyman level
- Valid class 5 B.C. driver's license
- Physical capability to perform the job duties
- Competent in the use and care of tools and equipment common to this trade
- Ability to read and interpret drawings and specifications

N.B.: This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

APPROVED:

On behalf of:
School District No. 46 (Sunshine Coast)

On behalf of:
C.U.P.E. Local 801

DocuSigned by:
Mc Weswick
BECECB0C286F409...

Secretary Treasurer

5/20/2020 | 12:46 PM PDT

Date

DocuSigned by:
Janice Budgett
F5132E6067C94CF...

President

5/20/2020 | 12:34 PM PDT

Date



School District No. 46 (Sunshine Coast)

JOB DESCRIPTION #M-03

ELECTRICIAN

Location: Maintenance

SUMMARY:

Under the direction, supervision and evaluation of the Manager of Facilities and Transportation, installs, alters, repairs and maintains electrical systems and equipment and provides electrical services related to the maintenance, alteration and construction of District buildings, fixtures and equipment.

DUTIES:

- Installs, upgrades and maintains electrical heating systems and controls, fire alarm systems, intrusion alarm systems, public address systems.
- Installs, upgrades and maintains electrical services, lighting systems, switches and plugs.
- Installs telephone and computer cables as required.
- Reads and interprets drawings and specifications, determines material requirements, lays out projects, reports on work in progress, and proposes changes in plans and schedules as required.
- Directs and advises other employees.
- Loads and unloads vehicles; transports materials and equipment as required.
- Ensures quality workmanship and safety of work sites.
- Provides the basic hand tools common to this trade.
- Performs all duties with a level of interpersonal skills appropriate to this position.
- Maintains the confidentiality of sensitive information seen or heard.
- Maintains familiarity with Workplace Hazardous Materials Information System (WHMIS) / Globally Harmonized System (GHS) and WorkSafe BC.
- May be required to assist in other areas of the District Maintenance program, if necessary.
- May be required to perform other job related duties as assigned.

QUALIFICATIONS:

- Valid B.C. Trade Certification as an Electrician
- Minimum of four years related experience at the journeyman level
- Valid class 5 B.C. driver's license
- Physical capability to perform the job duties
- Competent in the use and care of tools and equipment common to this trade
- Ability to read and interpret drawings and specifications

N.B.: This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

APPROVED:

On behalf of:
School District No. 46 (Sunshine Coast)



Secretary-Treasurer

March 28, 2017

Date

On behalf of:
C.U.P.E. Local 801



President

March 30, 2017

Date



School District No. 46 (Sunshine Coast)

JOB DESCRIPTION #M-04

ELECTRICIAN/HVAC TECHNICIAN

(Maintenance)

SUMMARY:

Under the direction and supervision of the Maintenance Supervisor, and the evaluation of the Director of Facilities, installs, alters, repairs and maintains heating and air conditioning, mechanical and electrical systems and equipment related to the maintenance, alteration and construction of District buildings and equipment.

DUTIES:

- Installs, upgrades, maintains electrical, heating, ventilating and air-conditioning systems and related controls, fire alarm systems, intrusion alarm systems.
- Installs, upgrades and maintains electrical services, lighting systems, switches and plugs.
- Tests, analyzes, verifies and repairs problems in heating, air-conditioning mechanical and electrical systems.
- Maintains and repairs gas systems (science labs, heating systems).
- Reads and interprets drawings and specifications, determines material requirements, lays out projects, reports on work in progress, and proposes changes in plans and schedules as required.
- Performs annual servicing of heating and air-conditioning units.
- Performs safety tests on heating equipment and maintains records of the tests performed.
- Directs and advises other employees.
- Prepares paperwork and files same for acquisition of the annual electrical and pressure vessel permits required for District maintenance and operation.
- Loads and unloads vehicles; transports materials and equipment as required.
- Ensures quality workmanship and safety of work sites.
- Provides the basic hand tools common to this trade.
- Performs all duties with a level of interpersonal skills appropriate to the position.
- Maintains the confidentiality of sensitive information seen or heard.
- Maintains familiarity with Workplace Hazardous Materials Information System (WHMIS) and Workers Compensation Board (WCB) safety procedures.
- May be required to assist in other areas of the District Maintenance program, if necessary.
- May be required to perform other job related duties as assigned.

QUALIFICATIONS:

- Valid B.C. Trade Certification as an Electrician and a Gas Fitter
- Valid B.C. 4th Class Power Engineering Certificate

Qualifications Continued:

- Valid Level 'B' Electrical Contractors Licence
- Minimum of four years experience at the journeyman level as a HVAC Technician
- Valid class 5 B.C. driver's licence
- Physical capability to perform the job duties
- Competent in the use and care of tools and equipment common to this trade
- Ability to read and interpret drawings and specifications

N.B.: This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

APPROVED:

On behalf of:
School District No. 46 (Sunshine Coast)

[Signature]
Secretary-Treasurer

FEB - 7 1994
Date

On behalf of:
C.U.P.E. Local 801

[Signature]
President

February 2/94
Date



School District No. 46 (Sunshine Coast)

JOB DESCRIPTION #M-05

GARDENER

Location: Maintenance

SUMMARY:

Under the direction, supervision and evaluation of the Manager of Facilities and Transportation, provides landscaping services and outside grounds maintenance to District facilities.

DUTIES:

- Installs, alters and maintains grounds and landscaping.
- Installs maintains and repairs playground equipment to CSA standards.
- Inspects playground equipment monthly.
- Assists in establishing and administering a District grounds maintenance program.
- Prepares design layouts and cost estimates for grounds and landscaping projects.
- Prepares and applies pesticides and other chemicals in accordance with the current Pesticide Control Act and other relevant health and safety procedures.
- Operates district vehicles and equipment such as trucks, vans, Bobcat, power mower plus a variety of power and hand tools.
- Directs and advises other employees.
- Assists in planning and scheduling projects.
- Reports on work in progress, and proposes changes in plans and schedules as required.
- Liaises with District staff, contractors and external organizations.
- Loads and unloads vehicles; transports materials and equipment as required.
- Install, maintain and repair the District irrigation systems.
- Ensures quality workmanship and safety of work sites.
- Provides the basic hand tools common to this trade.
- Performs all duties with a level of interpersonal skills appropriate to this position.
- Maintains the confidentiality of sensitive information seen or heard.
- Maintains familiarity with Workplace Hazardous Materials Information System (WHMIS) and WorkSafe BC safety procedures.
- May be required to perform other job related duties as assigned.

QUALIFICATIONS:

- Valid B.C. Trade Certification as a Gardener
- Valid B.C. Pesticide Applicators Certificate
- Valid B.C. Landscape/Irrigation Auditor Certificate
- Completion of Playground Safety Inspection Course
- Minimum of four years related experience at the journeyman level
- Valid class 5 B.C. driver's license
- Physical capability to perform the job duties
- Ability to read and interpret drawings and specifications

N.B.: This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

APPROVED:

On behalf of:
School District No. 46 (Sunshine Coast)

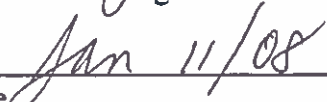
On behalf of:
C.U.P.E. Local 801



Personnel Manager



President



Date



Date



School District No. 46 (Sunshine Coast)

JOB DESCRIPTION #M-06

PAINTER

Location: Maintenance

SUMMARY:

Under the direction, supervision and evaluation of the Manager of Facilities, provides painting services related to the maintenance, alteration and construction of District buildings, fixtures, grounds surfaces and equipment.

DUTIES:

- Prepares and applies decorating materials, including paints, stains, varnishes, lacquers and wall coverings to a variety of surfaces. Prepares surfaces prior to application of materials.
- Develops preventative maintenance standards and determines best products to be used to extend the life of district assets
- Determines and orders materials.
- Designs, creates, orders and installs district signage.
- Directs, advises and assists other employees as appropriate.
- Performs duties from scaffolds and ladders, operates spraying equipment and fills, tapes and finishes drywall.
- Monitors conditions of district assets, and plans projects accordingly to preserve them.
- Communicates project plans with site staff and revises work plans to reduce disruption when possible.
- Communicates with stakeholders about hazardous materials, products being used and safe work procedures in place to ensure safety.
- Loads and unloads vehicles, transports materials and equipment as required.
- Ensures quality workmanship and safety of work sites.
- Provides the basic hand tools common to this trade.
- Performs all duties with a level of interpersonal skills appropriate to this position.
- Maintains the confidentiality of sensitive information seen or heard.
- Maintains familiarity with Workplace Hazardous Materials Information System (WHMIS), Globally Harmonized System (GHS) and WorkSafe BC.

- May be required to assist in other areas of the District Maintenance program, if necessary.
- May be required to perform other duties as assigned.

QUALIFICATIONS:

- Grade 12 education
- Valid B.C. Trade Certification as a Painter
- Minimum of four years experience at the journeyman level
- Valid class 5 B.C. driver’s licence
- Physical capability to perform the job duties
- Competent in the use and care of tools and equipment common to this trade

N.B.: This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

APPROVED:

On behalf of:
School District No. 46 (Sunshine Coast)

On behalf of:
C.U.P.E. Local 801

DocuSigned by:
Mc Weswick
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Secretary Treasurer

DocuSigned by:
Janice Budgell
F5132E8067C94CF...

President

6/26/2020 | 12:04 PM PDT

Date

6/23/2020 | 10:26 AM PDT

Date



School District No. 46 (Sunshine Coast)

JOB DESCRIPTION #M-07

PLUMBER

(Maintenance)

SUMMARY:

Under the direction and supervision of the Maintenance Supervisor, and the evaluation of the Director of Facilities, provides plumbing services related to the maintenance, alteration and construction of District buildings, fixtures and equipment.

DUTIES:

- Installs, upgrades, repairs and maintains plumbing, fire sprinkler systems and related equipment and fixtures.
- Reads and interprets drawings and specifications, determines material requirements, lays out projects, reports on work in progress, and proposes changes in plans and schedules as required.
- Conducts periodic testing to ensure the safe and efficient operation of plumbing systems.
- Directs and advises other employees.
- Loads and unloads vehicles; transports materials and equipment as required.
- Ensures quality workmanship and safety of work sites.
- Provides the basic hand tools common to this trade.
- Performs all duties with a level of interpersonal skills appropriate to the position.
- Maintains the confidentiality of sensitive information seen or heard.
- Maintains familiarity with Workplace Hazardous Materials Information System (WHMIS) and Workers Compensation Board (WCB) safety procedures.
- May be required to assist in other areas of the District Maintenance program, if necessary.
- May be required to perform other job related duties as assigned.

QUALIFICATIONS:

- Valid B.C. Trade Certification as a Plumber
- Valid B.C. Trade Certification as a Pipefitter and/or Steamfitter
- Valid B.C. Trade Certification as a Fire/Sprinkler Service Technician
- Minimum of four years experience at the journeyman level
- Valid class 5 B.C. driver's licence
- Physical capability to perform the job duties
- Competent in the use and care of tools and equipment common to this trade

Qualifications Continued:

- Ability to read and interpret drawings and specifications

N.B.: This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

APPROVED:

On behalf of:
School District No. 46 (Sunshine Coast)

[Signature]
Secretary-Treasurer

FEB 21 1994
Date

On behalf of:
C.U.P.E. Local 801

[Signature]
President

February 21/94
Date



School District No. 46 (Sunshine Coast)

Job Description #M-08

MECHANIC/WELDER

Location: Maintenance

SUMMARY:

Under the direction, supervision and evaluation of the Manager of Facilities and Transportation, provides welding, fabrication, mechanical and locksmithing services related to the maintenance, alteration and construction of District buildings, fixtures and equipment.

DUTIES:

- Repairs and maintains District vehicles and equipment, including the use of diagnostic testing equipment, in accordance with the B.C. Motor Vehicle Act.
- Fabricates, welds and repairs a variety of items, including playground equipment, school shop equipment, fencing, gates, handrails, chairs, tables, vehicle parts.
- Installs, alters, repairs and maintains District locking/keying systems and relevant door hardware, keeping the required records.
- Reads and interprets drawings and specifications, determines material requirements, lays out projects, reports on work in progress.
- Inspects and makes recommendations for the purchase or disposal of District vehicles and equipment.
- Directs and advises other employees.
- Loads and unloads vehicles; transports materials and equipment as required.
- Ensures quality workmanship and safety of work sites.
- Provides the basic hand tools common to this trade.
- Performs all duties with a level of interpersonal skills appropriate to this position.
- Maintains the confidentiality of sensitive information seen or heard.
- Maintains familiarity with Workplace Hazardous Materials Information System (WHMIS) and WorkSafe BC safety procedures.
- May be required to perform other job related duties as assigned.

QUALIFICATIONS:

- Valid B.C. Trade Certification as an Automotive and Heavy Duty Mechanic and Welder

- Minimum of four years related experience at the journeyman level as a mechanic
- Locksmith experience and/or completion of a basic lock-pinning course
- Valid class 5 B.C. driver's license
- Physical capability to perform the job duties
- Competent in the use and care of tools and equipment common to this trade
- Ability to read and interpret drawings and specifications

N.B.: This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

APPROVED:

On behalf of:
School District No. 46 (Sunshine Coast)


On behalf of:
C.U.P.E. Local 801




Personnel Manager



President



Date



Date



School District No. 46 (Sunshine Coast)

JOB DESCRIPTION #M-09

SYSTEMS TECHNOLOGIST

Location: District

SUMMARY:

Under the direction, supervision and evaluation of the District Technology Manager installs, alters, repairs and maintains the networks, computers and audio-visual equipment in schools and other district facilities.

DUTIES:

- Repairs and maintains computer equipment by troubleshooting software, hardware, and network problems and providing assistance to staff.
- Installs and maintains the server environment used in the school district.
- Design, install and maintain ethernet and wireless networks.
- Installs new computers and software throughout the district.
- Repairs and maintains audio-visual equipment.
- Maintains an inventory list of all equipment including warranty and maintenance information.
- Reads and interprets drawings and specifications.
- Researches products and makes recommendations for the purchase or disposal of computer and audio-visual equipment and software.
- Provides basic troubleshooting training workshops for district staff as needed.
- Transports, loads, unloads and uncrates equipment as required.
- Ensures quality workmanship and safety of work sites.
- Provides the basic hand tools common to this trade.
- Performs all duties with a level of interpersonal skills appropriate to the position.
- Maintains the confidentiality of sensitive information seen or heard.
- Maintains familiarity with Workplace Hazardous Materials Information System (WHMIS) and WorkSafe BC safety procedures.
- May be required to perform other job related duties as assigned.

QUALIFICATIONS:

- Completion of a two year Diploma of Technology program from an accredited institution with a minimum of 3 years experience.
- AppleCare Technician training or Microsoft Certified Systems Administrator training.
- Valid Class 5 BC driver's license.
- Physical capability to perform job duties.

N.B.: This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

APPROVED:

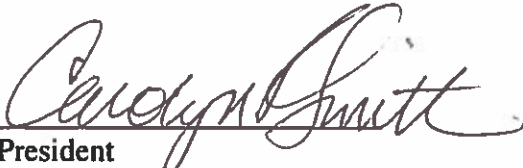
On behalf of:
School District No. 46 (Sunshine Coast)



Human Resources Officer

February 21, 2011
Date

On behalf of:
C.U.P.E. Local 801



President

February 18, 2011
Date



School District No. 46 (Sunshine Coast)

JOB DESCRIPTION #M-11

LABOURER

Location: Maintenance

SUMMARY:

Under the direction, supervision and evaluation of the Manager of Facilities, provides manual services related to the maintenance, alteration and construction of District buildings, grounds and equipment.

DUTIES:

- Assists maintenance staff to maintain, repair, renovate and construct district buildings and equipment.
- Cleans grounds, sidewalks, paved areas, drainage systems, storage and work areas.
- Cuts and rakes grass and brush, trims and weeds garden areas, removes stones and other debris.
- Loads and unloads vehicles, sorts and stacks materials, equipment and supplies; transports same as required. (Note: transportation of dangerous goods is required.)
- Digs and backfills ditches, shovels and levels a variety of materials and clears snow.
- Operates district vehicles and equipment, including goal posts, backstops and bike racks.
- Performs all duties with a level of interpersonal skills appropriate to the position.
- Maintains the confidentiality of sensitive information seen or heard.
- Maintains familiarity with Workplace Hazardous Materials Information System (WHMIS) and WorkSafeBC safety procedures.
- May be required to perform other job related duties as assigned.


QUALIFICATIONS:

- Grade 12 graduation or the equivalent or significant related work experience
- Valid class 5 BC driver's license
- Physical capability to perform the job duties

N.B.: This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

APPROVED:

On behalf of:
School District No. 46 (Sunshine Coast)


Secretary Treasurer

SEPTEMBER 14, 2011
Date

On behalf of:
C.U.P.E. Local 801


President

July 18, 2011
Date



School District No. 46 (Sunshine Coast)

JOB DESCRIPTION #M-12

UTILITY PERSON

Location: Maintenance

SUMMARY:

Under the direction and supervision of the Gardener Lead Hand, and the evaluation of the Manager of Facilities, provides manual and semi-skilled services related to the maintenance, alteration and construction of District buildings, grounds and equipment.

DUTIES:

- Performs basic maintenance and repairs to District buildings and equipment.
- Assists maintenance staff to maintain, repair, renovate and construct district buildings and equipment.
- Operates district vehicles and equipment such as trucks, vans, Bobcat, power mower plus a variety of power and hand tools.
- Loads and unloads vehicles, sorts and stacks materials, equipment and supplies; transports same as required.
- Performs maintenance checks on equipment as required.
- Installs and maintains playground equipment, including goal posts, back stops and bike racks.
- Cleans grounds, sidewalks, paved areas, drainage systems, storage and work areas.
- Cuts and rakes grass and bush, trims and weeds garden areas, removes debris.
- Digs and backfills ditches, shovels and levels a variety of materials and clears snow.
- Performs all duties with a level of interpersonal skills appropriate to the position.
- Maintains the confidentiality of sensitive information seen or heard.
- Maintains familiarity with Workplace Hazardous Materials Information System (WHMIS) / Globally Harmonized System (GHS) and WorkSafe BC.
- May be required to perform other job related duties as assigned.

QUALIFICATIONS:

- Grade 12 education, or the equivalent, or significant related work experience
- Minimum of one year related experience
- Valid class 5 B.C. driver’s license

N.B.: This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

APPROVED:

On behalf of:
School District No. 46 (Sunshine Coast)

On behalf of:
C.U.P.E. Local 801

DocuSigned by:
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Secretary Treasurer

DocuSigned by:
Janice Budgell
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President

5/20/2020 | 12:46 PM PDT

Date

5/20/2020 | 12:34 PM PDT

Date



School District No. 46 (Sunshine Coast)

JOB DESCRIPTION #M-14

CUSTODIAN 1

Location: All

SUMMARY:

Under the direction of the Custodian III, the direction, supervision and the evaluation of the Manager of Facilities, provides custodial services to schools and other District facilities in accordance with established procedures, with regard to safety, sanitation, security and appearance.

DUTIES:

- Performs a variety of manual tasks such as dusting, sweeping, vacuuming, washing, scrubbing, disinfecting, picking-up of garbage inside and outside buildings to a distance of 15 feet and disposing of same.
- Operates and maintains a variety of caretaking equipment, such as vacuums, polishers and rug cleaning equipment.
- Moves furniture and equipment as required to facilitate cleaning and user needs.
- Launders cloths and mops as required.
- Secures all doors and windows and makes interior security check. May be required to make exterior security check and set alarm at the end of shift.
- Makes necessary areas available for user groups, provides assistance and monitors their use of facilities and equipment in accordance with District procedures.
- Provides orientations to custodians new to site.
- Performs all duties with a level of interpersonal skills appropriate to the position.
- Maintains the confidentiality of sensitive information seen or heard.
- Maintains familiarity with Workplace Hazardous Materials Information System (WHMIS), Globally Harmonized System (GHS) and WorkSafe BC safety procedures.
- May be required to perform other job related duties as assigned.

QUALIFICATIONS:

- Grade 12 education, or the equivalent, or significant related work experience
- Minimum of six months related experience or Building Service Worker course
- Physical capability to perform the job duties

N.B.: This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

APPROVED:

On behalf of:
School District No. 46 (Sunshine Coast)

On behalf of:
C.U.P.E. Local 801



Secretary-Treasurer



President

March 8, 2013
Date

April 8/2013
Date



School District No. 46 (Sunshine Coast)

JOB DESCRIPTION #M-15

CUSTODIAN II

Location: Single Custodian Facilities

SUMMARY:

Under the direction, supervision and the evaluation of the Manager of Facilities, provides custodial services to schools and other District facilities in accordance with established procedures, with regard to safety, sanitation, security and appearance.

DUTIES:

- Schedules, organizes and plans tasks.
- Performs a variety of manual tasks such as dusting, sweeping, vacuuming, washing, scrubbing, disinfecting, picking-up of garbage inside and outside buildings to a distance of 15 feet and disposing of same.
- Operates and maintains a variety of caretaking equipment, such as vacuums, polishers and rug cleaning equipment.
- Moves furniture and equipment as required to facilitate cleaning and user needs.
- Launders mops and cloths as required.
- Secures all doors and windows, makes interior and exterior security check and sets intrusion alarm at end of shift.
- Makes necessary areas available for user groups, provides assistance and monitors their use of facilities and equipment in accordance with District procedures.
- Provides orientations to custodians new to site.
- Orders and checks delivery of supplies from Maintenance.
- Liaises with contractors.
- Makes minor repairs as time permits.
- Reports maintenance and vandalism problems to Principal.
- Responds to requests from the staff and Principal.
- Performs all duties with a level of interpersonal skills appropriate to the position.
- Maintains the confidentiality of sensitive information seen or heard.
- Maintains familiarity with Workplace Hazardous Materials Information System (WHMIS), Global Harmonized System (GHS) and WorkSafe BC safety procedures.
- May be required to perform other job related duties as assigned.

QUALIFICATIONS:

- Grade 12 education or the equivalent, or significant related work experience
- Minimum of one year related experience or Building Service Worker course plus six month related experience
- Physical capability to perform the job duties

N.B.: This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

APPROVED:

On behalf of:
School District No. 46 (Sunshine Coast)

On behalf of:
C.U.P.E. Local 801



Secretary Treasurer



President

March 6, 2013
Date

April 8, 2013
Date



School District No. 46 (Sunshine Coast)

JOB DESCRIPTION #M-16

CUSTODIAN III

Location: Multi-Custodian Facilities

SUMMARY:

Under the direction, supervision and the evaluation of the Manager of Facilities, provides custodial services to schools and other District facilities in accordance with established procedures, with regard to safety, sanitation, security and appearance.

DUTIES:

- Schedules, organizes and plans tasks.
- Performs a variety of manual tasks such as dusting, sweeping, vacuuming, washing, scrubbing, disinfecting, picking-up of garbage inside and outside buildings to a distance of 15 feet and disposing of same.
- Operates and maintains a variety of caretaking equipment, such as vacuums, polishers and rug cleaning equipment.
- Moves furniture and equipment as required to facilitate cleaning and user needs.
- Directs Custodian I staff in their duties.
- Launders mops and cloths as required.
- Secures all doors and windows, makes interior and exterior security check and sets intrusion alarm at end of shift.
- Makes necessary areas available for user groups, provides assistance and monitors their use of facilities and equipment in accordance with District procedures.
- Provides orientations to custodians new to site.
- Orders and checks delivery of supplies from Maintenance.
- Liaises with contractors.
- Makes minor repairs as time permits.
- Reports maintenance and vandalism problems to Principal.
- Responds to requests from the staff and Principal.
- Performs all duties with a level of interpersonal skills appropriate to the position.
- Maintains the confidentiality of sensitive information seen or heard.
- Maintains familiarity with Workplace Hazardous Materials Information System (WHMIS), Global Harmonized System (GHS) and WorkSafe BC safety procedures.
- May be required to perform other job related duties as assigned.

QUALIFICATIONS:

- Grade 12 education or the equivalent, or significant related work experience
- Minimum of one year related experience or Building Service Worker course plus six month related experience
- Physical capability to perform the job duties

N.B.: This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.


APPROVED:

On behalf of:
School District No. 46 (Sunshine Coast)

On behalf of:
C.U.P.E. Local 801



Secretary Treasurer



President

March 8, 2013
Date

April 8, 2013
Date



School District No. 46 (Sunshine Coast)

DRAFT JOB DESCRIPTION #M-18

MECHANIC

(Maintenance)

SUMMARY:

Under the direction and supervision of the Maintenance Supervisor, and the evaluation of the Director of Facilities, provides mechanical services related to the repair and maintenance vehicles and equipment.

DUTIES:

- Repairs and maintains District vehicles and equipment, including the use of diagnostic testing equipment, in accordance with the B.C. Motor Vehicle Act.
- Directs and advises other employees.
- Loads and unloads vehicles; transports materials and equipment as required.
- Ensures quality workmanship and safety of work sites.
- Provides the basic hand tools common to this trade.
- Performs all duties with a level of interpersonal skills appropriate to the position.
- Maintains the confidentiality of sensitive information seen or heard.
- Maintains familiarity with Workplace Hazardous Materials Information System (WHMIS) and Workers Compensation Board (WCB) safety procedures.
- May be required to assist in other areas of the District Maintenance program, if necessary.
- May be required to perform other job related duties as assigned.

QUALIFICATIONS:

- Valid B.C. Trade Certification as an Automotive or Heavy Duty Mechanic
- Minimum of four years experience at the journeyman level as a mechanic
- Valid class 5 B.C. driver's licence
- Physical capability to perform the job duties
- Competent in the use and care of tools and equipment common to this trade
- Ability to read and interpret drawings and specifications

N.B.: This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.



School District No. 46 (Sunshine Coast)

JOB DESCRIPTION #M-20

PLUMBER/HVAC

Location: Maintenance

SUMMARY:

Under the direction, supervision and evaluation of the Manager of Facilities and Transportation, installs, alters, repairs and maintains heating and air conditioning systems and provides plumbing and gas-fitting services related to the maintenance, alteration and construction of District buildings, fixtures and equipment.

DUTIES:

- Installs, upgrades, repairs and maintains plumbing, heating, ventilating and air conditioning systems and related equipment and fixtures.
- Logs on to computer monitoring system daily to verify Direct Digital Controls for the District's heating systems.
- Monitors performance of control systems.
- Reads and interprets drawings and specifications, determines material requirements, lays out projects, reports on work in progress, and proposes changes in plans and schedules as required.
- Conducts periodic testing to ensure the safe and efficient operation of plumbing systems.
- Installs, maintains and repairs air compressors and sprinkler systems for District buildings.
- Tests, analyzes, verifies and repairs problems in heating and air-conditioning systems.
- Installs, maintains and repairs gas systems (science labs, heating systems).
- Performs annual servicing of heating and air conditioning units.
- In accordance with provincial code; drains, disassembles, and assembles boilers for inspection.
- Orders necessary materials to maintain plumbing and HVAC systems for District buildings.
- Directs and advises other employees.
- Loads and unloads vehicles; transports materials and equipment as required.
- Ensures quality workmanship and safety of work sites.
- Provides the basic hand tools common to this trade.
- Performs all duties with a level of interpersonal skills appropriate to this position.

- Maintains the confidentiality of sensitive information seen or heard.
- Maintains familiarity with Workplace Hazardous Materials Information System (WHMIS) and WorkSafe BC safety procedures.
- May be required to perform other job related duties as assigned.

QUALIFICATIONS:

- Valid B.C. Trade Certification as a Plumber
- Class A Gas Fitter ticket with electrical endorsement
- Valid B.C. 4th Class Power Engineering Certificate
- Minimum of four years related experience at the journeyman level
- Valid class 5 B.C. driver's license
- Physical capability to perform the job duties
- Competent in the use and care of tools and equipment common to this trade
- Ability to read and interpret drawings and specifications

N.B.: This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

APPROVED:

On behalf of:
School District No. 46 (Sunshine Coast)

On behalf of:
C.U.P.E. Local 801




Personnel Manager



President



Date



Date



School District No. 46 (Sunshine Coast)

JOB DESCRIPTION #M-21

SITE MAINTENANCE WORKER

Location: District

SUMMARY:

Under the direction, supervision and evaluation of the school(s) principal, performs maintenance and custodial tasks to ensure that district buildings, grounds, fixtures and equipment are maintained with regard to safety, sanitation, serviceability and appearance.

DUTIES:

- Performs routine maintenance such as minor (pre-code) electrical, plumbing, carpentry and building finishes (interior and exterior)
- Performs basic repairs on District equipment such as staple guns, punches, projector screens and machine shop tools. Services shop equipment and tools.
- Repairs and maintains doors and windows including all necessary hardware and glass
- Repairs and services desks, cabinets, storage cupboards and other furnishings
- Changes filters on equipment such as furnaces and air conditioning units
- Installs furnishings and equipment such as chalkboards, shelving, signage and fire extinguishers
- Dismantles, assembles and moves furniture and equipment
- Operates district vehicles and equipment such as trucks, vans, Bobcats, power driven and towed cutting equipment plus a variety of power and hand tools.
- Transports, loads, unloads, uncrates, sorts and stacks equipment and supplies
- Monitors digital control of HVAC for abnormalities
- Installs and maintains playground equipment, including goal posts, backstops and bike racks
- Cleans grounds, sidewalks, paved areas, drainage systems, storage and work areas
- Cuts and rakes grass and brush, trims and weeds garden areas, removes debris.
- Digs and backfills ditches, shovels and levels a variety of materials and clears snow.
- Cleans exterior and high interior windows, surfaces and fixtures
- Troubleshoots problems to determine potential causes and repairs or contacts appropriate personnel for follow-up
- Assists Trades personnel and custodians, when required
- Inspects grounds and buildings for health and safety issues and resolves problem or contacts appropriate personnel for follow-up
- Conducts patrols to monitor building security, provides security procedure training and guidance for employees accessing the site
- Reads and interprets drawings and specifications
- Ensures quality workmanship and safety of work sites.
- Performs all duties with a level of interpersonal skills appropriate to the position.
- Maintains the confidentiality of sensitive information seen or heard.
- Maintains familiarity with Workplace Hazardous Materials Information System (WHMIS) and Workers Compensation Board (WCB) safety procedures.
- May be required to perform other job related duties as assigned.

QUALIFICATIONS:


- Grade 12 education, or the equivalent, or significant related work experience
- Four years or more experience assisting trades in maintenance and renovation work
- Successful completion of custodial training course
- Working knowledge of the tools, materials and methods used in all trades
- Valid Class 5 driver's license
- Physical capability to perform the job duties

N.B.: This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.


APPROVED:

On behalf of:
School District No. 46 (Sunshine Coast)


On behalf of:
C.U.P.E. Local 801



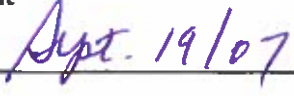
Personnel Manager



President



Date



Date



School District No. 46 (Sunshine Coast)

Job Description #M-22

INDUSTRY TRAINING CHEF

Location: All

SUMMARY:

Under the direction and instructional supervision of the teacher, and the supervision and evaluation of the administrator, participates in all aspects of the facilitation and delivery of the Culinary Arts Program. This includes food production, food costing, quality control and demonstration of skills.

DUTIES:

- Demonstration of recipes and all components of the Level 1 Apprenticeship program as outlined by the B.C. Industry Training Authority
- Prepares students for bi-weekly assessment required by the Industry Training Authority or partner college
- Performs general kitchen and cooking duties such as planning menus, preparing and selling food, overseeing washing dishes, and cleaning equipment.
- Ordering all equipment and supplies required to run the program.
- Operates equipment such as meat slicers, ovens and mixers and ensures that equipment is maintained in good working order.
- Participates in organizational/assessment meetings with regard to student learning
- Working as part of a team comprised of instructors, administrators and support staff.
- Assists in the training of students who are part of the Cafeteria program.
- Carries out any or all duties under the classification of Cafeteria Teaching Assistant, as required.
- Performs all duties with a level of interpersonal skills appropriate to the position.
- Maintains the confidentiality of sensitive information seen or heard.
- Maintains familiarity with Workplace Hazardous Materials Information System (WHMIS) and WorkSafeBC safety procedures.
- May be required to perform other job related duties as assigned.


QUALIFICATIONS:

- Grade 12 education or the equivalent
- Red Seal Trade Certification as a Chef

- Minimum of 5 years of recent experience at the journeyman level in a variety of settings
- Valid Food Safe Certificate

N.B.: This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

On behalf of:
School District No. 46 (Sunshine Coast)



Secretary Treasurer

April 16, 2010
Date

On behalf of:
C.U.P.E. Local 801



President

April 16/10
Date



School District No. 46 (Sunshine Coast)

JOB DESCRIPTION #M-23

ELECTRICIAN 2

Location: Maintenance

SUMMARY:

Under the direction, supervision and evaluation of the Manager of Facilities and Transportation, installs, alters, repairs and maintains electrical systems and equipment and provides electrical services related to the maintenance, alteration and construction of District buildings, fixtures and equipment.

DUTIES:

- Installs, upgrades and maintains electrical heating systems and controls, fire alarm systems, intrusion alarm systems, public address systems.
- Installs, upgrades and maintains electrical services, lighting systems, switches and plugs.
- Installs telephone and computer cables as required.
- Act as the field safety representative for application of electrical permits.
- Reads and interprets drawings and specifications, determines material requirements, lays out projects, reports on work in progress, and proposes changes in plans and schedules as required.
- Directs and advises other employees.
- Loads and unloads vehicles; transports materials and equipment as required.
- Ensures quality workmanship and safety of work sites.
- Provides the basic hand tools common to this trade.
- Performs all duties with a level of interpersonal skills appropriate to this position.
- Maintains the confidentiality of sensitive information seen or heard.
- Maintains familiarity with Workplace Hazardous Materials Information System (WHMIS) and WorkSafe BC safety procedures.
- May be required to assist in other areas of the District Maintenance program, if necessary.
- May be required to perform other job related duties as assigned.

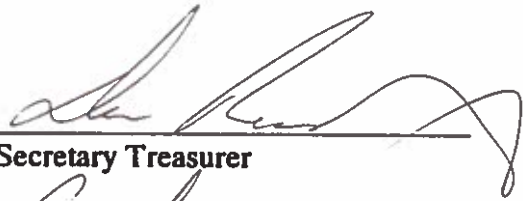
QUALIFICATIONS:

- Valid B.C. Trade Certification as an Electrician (Class B)
- Minimum of four years related experience at the journeyman level
- Certification as a Field Safety Representative
- Certification as a Fire Protection Technician
- Valid class 5 B.C. driver's license
- Physical capability to perform the job duties
- Competent in the use and care of tools and equipment common to this trade
- Ability to read and interpret drawings and specifications

N.B.: This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

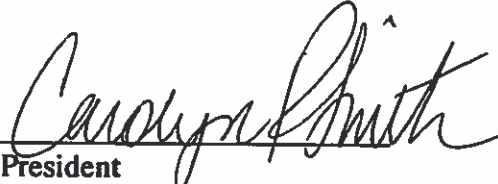
APPROVED:

On behalf of:
School District No. 46 (Sunshine Coast)


Secretary Treasurer

April 28, 2010
Date

On behalf of:
C.U.P.E. Local 801


President

April 9/10
Date



School District No. 46 (Sunshine Coast)

JOB DESCRIPTION #M-24

CARPENTER/CABINETMAKER

Location: Maintenance

SUMMARY:

Under the direction, supervision and evaluation of the Manager of Facilities and Transportation, provides carpentry and cabinetry related to the maintenance, alteration and construction of District buildings, millwork, fixtures and equipment.

DUTIES:

- Designs, constructs, and installs cabinets, shelving units, countertops, desks and other millwork using computer numerical control (CNC) machine, edge banding machine, and related software.
- Order and maintain shop inventory.
- Create drawings, specifications, and provide estimates using 3D modelling software.
- Maintains all related shop equipment specifically for the production of millwork.
- Constructs, alters, installs and repairs buildings, furnishings, equipment and other structures.
- Performs a variety of carpentry duties related to concrete laying, glass replacement, dry walling and floor covering.
- Reads and interprets drawings and specifications, determines material requirements, lays out projects, reports on work in progress, and proposes changes in plans and schedules as required.
- Directs and advises other employees.
- Loads and unloads vehicles; transports materials and equipment as required.
- Ensures quality workmanship and safety of work sites.
- Provides the basic hand tools common to this trade.
- Performs all duties with a level of interpersonal skills appropriate to the position.
- Maintains the confidentiality of sensitive information seen or heard.

- Maintains familiarity with Workplace Hazardous Materials Information System (WHMIS) and WorkSafe BC safety procedures.
- May be required to assist in other areas of the District Maintenance program, if necessary.
- May be required to perform other job-related duties as assigned.

QUALIFICATIONS:

- Valid BC Trade Certification as a Carpenter or Joiner
- Minimum of four years experience at the journeyman level
- Minimum of two years of experience using joinery equipment and related software
- Valid class 5 BC driver's license
- Physical capability to perform the job duties
- Competent in the use and care of tools and equipment common to this trade
- Ability to read and interpret drawings and specifications

N.B.: This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

APPROVED:

On behalf of:
School District No. 46 (Sunshine Coast)

On behalf of:
C.U.P.E. Local 801

DocuSigned by:
Mc Weswick
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Secretary-Treasurer

11/30/2021 | 12:44 PM PST

Date

DocuSigned by:
Janice Evans
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President

11/30/2021 | 1:16 PM PST

Date