

#1362447

C.U.P.E. STAFF JOB DESCRIPTIONS

POSITION: UTILITY WORKER LEVEL I: OTHER

REPORTS TO: Foreman, General Building Maintenance

SUPERVISES: No supervision of others

JOB SUMMARY: To carry out maintenance and repairs to grounds and/or equipment owned and operated by the division.

DUTIES AND RESPONSIBILITIES:

- may repair and/or replace fences, small motors (ie. snow blowers), skis, snowshoes;
- may inspect, repair and install physical education equipment and playground structures (basketball backboards, cables, balance beams and canvas equipment);
- may repair and/or renovate Heating, ventilation and Air Conditioning (HVAC) (ie. repairs ventilation units, exhaust fans, boilers and applies boiler chemical treatments);
- may remove snow and ice from school grounds (ie. walkways, parking lots, etc.);
- may cut grass, prune trees and shrubs, and plant flowers;
- may repair grounds for track and field events (apply boundary lines);
- may water, fertilize and de-weed flower beds, lawns and shrubs;
- may pick up debris and litter on school grounds;
- may apply fertilizers and pesticides on school grounds and in school buildings;
- fills in time sheets and requisition forms for supplies;
- performs other duties as assigned;

QUALIFICATIONS:

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ST. JAMES-ASSINIBOIA SCHOOL DIVISION

Great Schools for Growing and Learning

JOB DESCRIPTION:**AP4-13**

- high school diploma plus additional course work of up to 1 year and/or a combination of the following may be required to carryout the requirements of the job: 5th Class Power Engineers' Certificate (ie. HVAC), Small Engine Repair Qualifications, Arborists Certificate, Tree Pruner's and Pesticide Applicator's Licenses (ie. grounds maintenance);
- several years prior related experience is required to gain skill and knowledge in grounds and/or equipment maintenance and repairs to adequately carry out the responsibilities of the job;
- ability to understand and follow written and oral instructions;
- ability to communicate and work effectively with the Division staff members at all levels and with the public, special interest groups and local businesses;
- ability to work effectively under time pressures;
- ability to prioritize work assignments and plan schedules to optimize effectiveness;
- ability to work without direct supervision;
- able to work in an environment which exposes the worker to direct sunlight, exterior conditions, noise, dust, dirt, fumes, hazardous/poisonous chemicals, pesticides, pest traps, heavy equipment vibration, climbing ladders and exposure to sharp objects;
- able to wear and use safety equipment while performing the duties required for the position;
- must have a valid Manitoba driver's license;
- physically able to perform assigned duties.

Issued: August 29, 1994

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