

#1362039

**C.U.P.E. STAFF JOB DESCRIPTIONS**

**POSITION: UTILITY WORKER LEVEL I: GROUNDS/STRUCTURAL**

**REPORTS TO:** Foreman, General Building Maintenance

**SUPERVISES:** Summer Students as required

**JOB SUMMARY:** Is responsible for general renovations and minor building repairs on structural components and the maintenance of school grounds and properties.

**DUTIES AND RESPONSIBILITIES:**

- inspects, repairs and installs physical education equipment and playground structures (basketball backboards, cables, balance beams, canvas equipment, skis and snowshoes);
- maintains and installs structural and architectural components of buildings including roofs and contributes to general renovation projects;
- conducts safety inspections on physical education equipment;
- maintains grounds in summer, cuts grass, plants flowers, waters, hoes and edges flower beds, cares for trees and shrubs, prepares grounds for track and field events and other recreational uses;
- in winter, clears snow from building entrances, sidewalks, stairways, platforms and parking lots;
- drives a tractor to cut large grassed areas and to clean parking lots of snow;
- assists with movement of furniture within and between schools. Sets up chairs, tables, dividers for examinations, banquets, movies, convocation, registration, etc.;
- cleans mechanical room, cleans up sump pumps and catch basins regularly;

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- assists with movement of heavy crates and equipment;
- assists tradesmen as required;
- makes repairs to sidewalks, curbs, steps, drains etc. as required;
- may act as relief truck driver or relief caretaker;
- performs other duties as assigned.

**QUALIFICATIONS:**

- high school diploma; demonstrable skills and knowledge in the use of carpentry tools and equipment applicable to the job and knowledge of safety practices and standards related to their use;
- 5<sup>th</sup> Class Stationary Engineers' Certificate;
- 2-3 years prior related experience and demonstrable skills and knowledge in the maintenance and repair of typical structural and architectural building components including doors and door hardware, wood and metal framing material, drywall and other wall finishes, toilet partitions, physical education equipment, flooring materials roofs, installed millwork;
- ability to understand and follow written and oral instructions;
- ability and initiative to perform required tasks with minimal supervision;
- must have and maintain a valid Manitoba driver's license;
- physically able to perform assigned duties including being able to work at considerable heights inspecting and repairing gym equipment and roofs;
- 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;

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**ST. JAMES-ASSINIBOIA SCHOOL DIVISION**

Great Schools for Growing and Learning

**JOB DESCRIPTION:****AP4-11**

- ability to prioritize work assignments and plan schedules to optimize their effectiveness;
- 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;
- ability to lift objects weighing in excess of 45 kgs.;
- ability to read technical manuals and building plans;
- ability to keep minor records including inspection logs and time sheets and requisition supplies and tools.

Date Issued: August 29, 1994

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