
POSITION TITLE: **MAINTENANCE HELPER**

Reports to: **Directly:** **Maintenance Foreman**
 Indirectly: **Supervisor of Facilities**

Purpose/Function:

The Maintenance Helper shall assist the Maintenance Foreman and Maintenance Assistants to carry out maintenance and repair tasks in the various building trades areas in the buildings of the Division.

Required Education, Knowledge, Qualifications and Experience:

- A Grade 12 diploma from a provincially recognized institution or equivalent
- Valid Driver's License
- A satisfactory Criminal Record Check
- Additional tickets would be an asset (i.e. a domestic or commercial gas license, WHMIS, plumbing, carpentry, etc.).
- Proficiency in the operation of computers, word processing applications and additional software comparable to those currently used in the school division.

Required Skills and Abilities:

- Ability to work with minimal supervision and independently.
- Ability to safely operate tools and equipment required to perform assigned work such as miscellaneous hand tools, power tools (skill saws, drills, etc.).
- Ability to work in varied climates and conditions which may include: dust, vapours, fumes or slippery floors for example.
- Ability to work as a team player
- Ability to do Heavy Load Work which includes:
 - exerting up to 100 lbs. of force occasionally (lifting and/or carrying)
 - exerting up to 50 lbs. of force frequently
 - exerting up to 20 lbs. of force constantly to move objects
- Ability to work cooperatively with other trade and contracted personnel.
- Employees must be physically fit and able to handle various tasks involving lifting, bending, twisting, turning, and climbing.

Required Personal Characteristics:

- Trustworthy and respectful.
- Approachable and accessible.
- Flexible and collaborative.

Supervision of Staff:

- This position does not involve the supervision of staff.

Duties and Responsibilities:

Without restricting the generality of the description above, the Maintenance Helper shall perform such duties and responsibilities as may be assigned including but not restricted to the following:

- Conduct oneself in a manner appropriate for an individual employed by an educational system that provides services to children.
- Be knowledgeable and supportive of applicable Board policies and operational policies and procedures.
- Practice safe work habits at all times.
- Assist in equipment repair and maintenance (i.e. vacuums, floor care equipment, maintenance equipment, etc.)
- Be prepared to meet emergency needs at times other than during regular hours.
- Upgrade skills where required to ensure that proper maintenance procedures are used.
- Attend maintenance meetings as required by the Supervisor of Facilities.
- Be willing to engage in life-long learning with respect to training and professional development.
- Deal tactfully with staff, students, parents and the public.
- Assist other personnel with heavy or two person tasks.
- Assist in ordering parts as needed so as to maintain a stock of high use and hard to find items.
- Deliver and pick up materials as required.
- Maintain school grounds (grass cutting, weed control, rodent control etc.)
- Support the NWSB preventative maintenance program.
- Skill and/or knowledge in repair and maintenance of light duty vehicles.
- May perform other related duties as assigned by the Supervisor of Facilities.

Judgment, Independence and Client Contact:

- **Confidentiality**

A Maintenance Helper is expected to respect the confidential nature of the position by avoiding discussion of any topics that are not formally communicated to the public by the administration of the school or the school division. Information regarding a student, staff member or board member must not be discussed in public or with any person not authorized to receive that information. Exchange of personal information within the system shall be on a “need to know” basis. Breaching confidentiality is a serious violation of acceptable conduct and is grounds for disciplinary action up to and including termination of employment with the Board of Education.

- **Independence**

A Maintenance Helper is expected to work independently and as a team player.

- **Responsibility for Quality of Assigned Work**

The Maintenance Helper is under routine supervision and is responsible for the quality of the work and is expected to seek clarification and direction on any matters of concern.

- **Working Jointly with Other Staff on Common Assignments or Tasks**

This position involves working jointly with other maintenance personnel and the general public on a daily basis.

New appointees will undergo a ten (10) month probationary period.

Mission: Laying the foundation for success.

Vision: One student at a time.