

2.0. Human Resources

2.B. Position Descriptions

MAINTENANCE TECHNICIAN

Reviewed by Committee: February 28, 2023

Policy Reference: EL-1.2

Under the direction and supervision of the Director of Operations and Infrastructure, the Maintenance Technician will work out of the Division office and will function outside the CUPE agreement. This position will be responsible for duties that include, but are not limited to:

RESPONSIBILITIES and DUTIES

Maintenance and repairs for all buildings in Lakeshore School Division:

1.0 Building maintenance and preventative maintenance

- 1.1 Maintain and repair all heating and ventilation equipment including:
 - Repair/replace pumps, motors, fans, etc. (within limitations).
 - Repair/replace heat radiators.
 - Perform general maintenance on heating equipment – e.g. compressors, air lines, thermostats, etc.
 - Coordinate the inspection of heating and ventilation systems by the appropriate authorities and ensure certifications are current.
- 1.2 Clear plugged drain pipes.
- 1.3 Complete repairs to existing plumbing infrastructure.
- 1.4 Inspect and repair security and fire alarms.
 - Coordinate the appropriate authorities for equipment inspections and certifications as required.
- 1.5 Coordinate and oversee contractors if they are required to perform larger repairs.
- 1.6 Perform and keep current the preventive maintenance program for all equipment in and associated with Lakeshore School Division buildings.
- 1.7 Perform roof inspections and inform Director of Operations & Infrastructure of major repairs that are necessary. Plan and complete small repairs.
- 1.8 Repair, stripping and finishing of floors where required.

2.0 Building repairs and new additions

- 2.1 Install shelving, chalkboards, bulletin boards, etc. when required.
- 2.2 Complete electrical repairs and new installations within the limitations of the K license.
- 2.3 All carpentry repairs of Lakeshore School Division buildings, exterior and interior, including installing/removing doors, windows, partitions, or other building components.
- 2.4 Complete all plumbing repairs including:
 - Repair/replace leaking faucets, taps, etc.

- Repair/replace toilet bowls, wash basins, etc. that are broken.
- Repair/replace water fountains, water lines, etc.
- Maintain sewer lines in proper working condition.

2.5 All roof repairs including flashings and trims.

3.0 Building upgrades or additions

- 3.1 Install new communication cabling.
- 3.2 Mount communication equipment racks and stands.
- 3.3 Install new plumbing components or piping.
- 3.4 Coordinate and oversee contractors if they are required.

4.0 Capital D projects

- 4.1 Complete small projects and oversee the execution of the Capital D projects.

5.0 Assist in the training of new cleaning staff

- 5.1 Floor Care
 - Train staff in floor stripping and waxing.
 - Use of floor scrubbers, polishers and swing machines.
- 5.2 General Cleaning
 - What types of products to use for different jobs.
 - Different methods and procedures for cleaning tasks.

6.0 Perform other general duties

- 6.1 Clean and maintain tools and equipment.
- 6.2 Repair cleaning equipment.
- 6.3 Install new playground equipment.
- 6.4 Through discussion with the Director of Operations & Infrastructure ensure adequate ventilation of buildings and learn how to adjust or request adjustment of equipment for efficient use of energy by preventing over-ventilation in cold weather.

7.0 Respond to building alarms

- 7.1 Respond to alarms that will require maintenance work.