



Job Title	<b>General Maintenance</b>
Department	Facility Services
Location	Maintenance
Reports to	Maintenance Foreman

Type of position:	Maximum Hours: 40 / week
<input checked="" type="checkbox"/> Full-time	<input checked="" type="checkbox"/> Unionized
<input type="checkbox"/> Part-time	<input type="checkbox"/> Exempt
<input type="checkbox"/> Temporary or Casual	

## GENERAL DESCRIPTION

Reporting to the Maintenance Supervisor, the General Maintenance position is responsible for working as a member of a team to ensure the timely resolution of general district maintenance requirements (e.g. snow removal and mail delivery), in accordance with applicable regulations, policies and procedures. The emphasis in duties will vary for each position, based on district needs.

## TYPICAL DUTIES

- limes, fertilizes and cuts grass; cultivates and weeds flower and shrub beds; prunes trees, hedges and shrubs; transports, mixes and applies organic/chemical fertilizers; clears, levels and fills grounds for landscaping; seeds, core aerates and spikes fields; grades, top dresses and mechanically weeds all weather fields; clears, slashes and cuts brush and growth; performs winter clean-ups (e.g. raking)
- salts, sands, clears ice and snow, sweeps, blows and removes general debris and branches from grounds, catchment basins, storm sewer areas, parking lots and sidewalks
- performs minor maintenance duties and routine repairs (e.g. lights and tubes, plugged toilets, furniture, garbage dumpsters, painting, removes old concrete, etc.)
- inspects and repairs playground equipment weekly (e.g. tightens bolts, rakes gravel)
- assembles, disassembles and moves furniture when necessary (e.g. for examinations); removes and replaces damaged furniture; moves/carries boxes or other school supplies
- performs light machining duties; determines specifications, fabricates, welds, brazes and installs a variety of steel structural components (e.g. hand railings, chairs, desks); schedules and repairs lockers by assembling, fixing locks/hinges, re-welding

- monitors custodial supplies inventory; receives and prepares requisitions; verifies goods received; sorts and delivers as required
- prioritizes work and repair requisitions; identifies additional maintenance problems for resolution
- provides guidance and direction to other district staff as required
- cleans, checks/confirms operational safety and performs routine maintenance on working equipment on a daily basis (e.g. checks oil levels, changes air filters and spark plugs, sharpens blades); recommends new/replacement equipment
- unloads, loads, transports and delivers equipment and materials to and from sites (e.g. freight, books, chairs, tables, musical instruments)
- operates tractor, 5 ton truck, chain saw, cutting torches, arc/mig/gas welders, pruners, trimmers, blowers, weed eaters; and other standard maintenance tools
- performs other comparable duties as assigned which are within the area of knowledge and skills required by the job description

#### **ACADEMIC/WORK EXPERIENCE QUALIFICATIONS**

- Completion of grade 10 or equivalent
- Over 6 months up to and including 1 year on-the-job experience

REVIEWED BY

*Title*

APPROVED BY

*Title*