



Coast Mountains Board of Education School District 82

3211 Kenney Street, Terrace, BC V8G 3E9
Tel. (250) 635-4931 or 1-855-635-4931 • www.cmsd.bc.ca

Job Title	Maintenance Certified – Trades 1
Department	Maintenance
Location	Terrace, Kitimat or Hazelton
Reports to	Manager of Maintenance Services

GENERAL DESCRIPTION

Reporting to the Manager of Maintenance Services, the Maintenance Certified – Trades 1 - performs maintenance, repair, alteration and installation tasks, including renovations and modifications, within a specific trade within district facilities. Performs minor elements of other trades. Required to work with a high degree of independence on assigned projects. Works cooperatively with other employees, students and the public. Plans and coordinates projects and makes decisions independently.

TYPICAL DUTIES & RESPONSIBILITIES

- Inspects, constructs, installs, repairs and maintains systems within a specific trade utilizing a variety of hand and power tools and materials.
- Plans projects and material requirements and develops layouts of new installations and alterations from drawings, sketches and/or specifications.
- Performs work in accordance with applicable statutes, regulations and codes.
- Reports on parts and supplies inventory levels. Orders supplies and equipment.
- Reports on work in progress and completed projects, including time and materials used.
- Coordinates, advises or assists other employees.
- Maintains tools, equipment and a clean, safe work environment. Reports unsafe conditions.
- Loads and unloads vehicles. Transports materials and equipment. Cleans, checks and confirms operational safety of vehicle.

TYPICAL QUALIFICATIONS & SKILLS

- Grade 12
- Interprovincial Trade Certification within the appropriate trade (includes in-class training and apprenticeship training)
- two years of related work experience at the journeyman level
- BC Class 5 driver's license
- Working knowledge of other trades systems such as capable of working on electrical, mechanical, plumbing, heating and cooling systems as required.

FOR CMSD:	Kiran Bath	<i>Title</i>	Director of Human Resources
FOR CUPE:		<i>Title</i>	CUPE JEMC Representative