

**Applicants:** – Please do not remove this posting – ask for a copy

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**SCHOOL DISTRICT No. 64 (GULF ISLANDS)**

**INTERNAL JOB POSTING**

**Position:** Facilities and Maintenance Worker  
(Temporary, Twelve-Month Payscale)

**Location:** Mayne Island School

**Qualifications:** See job description attached.

**Hours of Work:** Fifteen (15) hours per week (0.375 FTE). Schedule to be determined in consultation with Director of Operations

**Job Rate:** \$28.65

**Start Date:** May 1<sup>st</sup>, 2024

**End Date:** August 31<sup>st</sup>, 2024 or return of the incumbent

**Closing Date:** **1:00 p.m.**, Tuesday, February 20, 2024

**Apply in writing to:** Lyall Ruehlen, Director of Instruction  
School Board Office  
c/o Clare Nuyens, Human Resources Manager  
Fax: 250-537-4200  
Email: [cnuyens@sd64.org](mailto:cnuyens@sd64.org)

**Please apply in writing with an updated resume and supporting documentation that will ensure qualifications are met or exceeded for this position.**

**Please indicate clearly in your cover letter the position and posting number to which you are applying.**

**This is a union position with C.U.P.E., Local 788.  
(APPLICATIONS WILL BE RECEIVED FROM MEMBERS ONLY)**

DATE RECEIVED \_\_\_\_\_ →

Successful applicant: \_\_\_\_\_



**Please copy to:**

- Posting Email Reps. (CUPE)
- School Board Office
- Payroll
- Personnel
- Job Posting Website



**February 13, 2024  
(CUPE Posting No. 67) (2023/24)**

**SCHOOL DISTRICT #64 (Gulf Islands)**  
**Job Description**  
**Facilities and Maintenance Worker**

**SUMMARY**

Under direction monitors facilities and performs maintenance tasks to ensure that district sites, buildings, systems and equipment are maintained with regard to safety, function and appearance.

**DUTIES**

- Prioritizes and performs routine and specifically assigned maintenance and repairs on buildings, grounds, fixtures, and equipment
- Accesses work order system daily and responds to assigned tasks
- Supports monitoring of HVAC system and troubleshoots as directed
- May assist a tradesperson in specific tasks related to construction, maintenance and renovation of buildings and grounds
- Responds to building alarms and other site emergencies outside of scheduled shift as required
- Monitors and tests school water supplies
- Researches and inventories supplies and equipment; purchases as approved
- Operates district vehicles and equipment
- Assists IT technicians with facilities-based tasks (e.g. running wires, installing mounting hardware, tv's projectors, etc.)
- Paints buildings (interior and exterior), parking lot lines, equipment and fixtures as directed
- Maintains appropriate records related to the work order system and routine processes
- Uses WHMIS system and attends scheduled safety training
- Successfully completes relevant training and certification as provided
- Transports materials and equipment as directed
- Liaises with and monitors the work of external contractors
- Performs other assigned comparable duties within the area of knowledge and skills required by the job description

**QUALIFICATIONS**

- Grade 12
- Demonstrated skill in operation of power tools, tractors and grounds equipment
- Valid BC Class 5 Drivers License
- WHMIS certification
- 2 years experience in related work
- Demonstrated ability to lift and load safely
- Documented evidence of exemplary interpersonal skills and ability to work independently and as a member of a team
- Or an equivalent combination of training and experience

**RELATIONSHIPS**

- Responsible to Operations Supervisor

**APPROVED**

On behalf of:  
School District #64 (Gulf Islands)

*Original signed by:*  
Scott Benwell  
Secretary Treasurer

On behalf of:  
CUPE Local 788

*Original signed by:*  
Angela Thomas  
President

**Classification: Operations IV**

JJEC approved date: October 17, 2023