

**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