

JOB DESCRIPTION

Position: Maintenance II

Position Summary: Under the supervision of the Director of Maintenance/ Maintenance Supervisor, performs general duties in support of maintenance and trades.

POSITION DUTIES

RESPONSIBILITIES

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| 1. Maintenance | <ul style="list-style-type: none"> • repair, adjust and troubleshoot heating and cooling problems • replace air filters, fan belts, etc., and lubricate equipment • perform general maintenance and minor repairs such as plumbing and lighting fixtures • perform minor mechanical repair and preventative maintenance • arrange service for District vehicles • perform general labour duties • purchase supplies and materials; recommend equipment purchase or replacement • maintain a variety of records including inventory, servicing and inspection documents • ensure Occupational Health and Safety and WHMIS Regulations are followed |
| 2. Communication | <ul style="list-style-type: none"> • communicate with staff and others • maintain confidentiality of information |

Other comparable or transient duties which are within the areas of knowledge and skills required by the job description may also be assigned.

Qualifications, Fitness and Ability

Completion of Grade 10.

Two years recent **successful** experience in mechanical maintenance, including heating and cooling equipment, operations and preventative maintenance.

Valid Class 5 B.C. driver's licence.

Safe driving record (current driver's abstract required).

Demonstrated ability in using portable power tools and hand tools.

Demonstrated ability to replace air filters, fan belts and in lubricating equipment.

Demonstrated ability to perform general labour-type duties and general maintenance and minor repairs, including repairing and maintaining plumbing and lighting fixtures.

Demonstrated ability to work alone and work as part of a team with other tradespersons.

Demonstrated ability to take direction and carry out assigned duties independently.

Physically able to do all aspects of the job.