SCHOOL DISTRICT 70 - ALBERNI
JOB DESCRIPTION

TITLE: Carpenter
SECTION: Maintenance Assigned to Carpenter Crew
REPORTS TO: Operations Manager
DATE: June 2008

SUMMARY

Reporting to the Operations Manager and working under the general direction of the Working Foreman and/or Charge Hand, performs carpentry duties related to the maintenance of buildings and all other School District property including renovations and modifications. Performs elements of other trades.

DUTIES

1. Maintains and repairs buildings including renovations and modifications; reads blueprints and specifications, plans project layout, estimates material quantities etc.

2. Read and interpret blue prints, and project sketches.

3. Prepare, pour and finish concrete forms and slabs; lay concrete block.

4. Constructs and repairs cabinets, shelving units, cupboards, furniture and a variety of office and school furnishings and equipment. Modifies furnishings and equipment for specialty use.

5. Repair windows and flooring as required.

6. Install new drywall and repair existing drywall.

7. Where specifically trained, perform locksmith duties and maintain District master keying system.

8. Loads and unloads vehicles; transports materials and equipment as needed; delivers, erects and dismantles scaffolding.

9. Uses a variety of carpentry tools such as power and manual planes, saws, routers, shapers, drills etc.

10. Remains current with changing technology, practices and equipment.

11. Perform related tasks with Maintenance Crews.

QUALIFICATIONS
1. BC Carpenters or Joinery Trade Qualification or an Inter-provincial ticket.
2. May be required to have Locksmith qualifications.
3. Maintain appropriate BC Drivers license.
4. Ability to understand and carry out verbal and written orders.
5. Ability to work independently and as a member of a crew, and to set priorities.
6. Ability to operate and maintain appropriate tools and equipment.
7. Current and thorough knowledge of related standards, practices, regulations, codes and methods including WCB and WHMIS.
8. Physical ability to perform the required duties.

PAY GRADE

The Carpenter is assigned to Classification #10, Carpenter.
SCHOOL DISTRICT 70 - ALBERNI
JOB DESCRIPTION

TITLE: Carpenter Apprentice
SECTION: Maintenance Assigned to Carpenter Crew
REPORTS TO: Operations Manager
DATE: June 2008

SUMMARY

Reporting to the Operations Manager and working under the general direction of a Working Foreman or Charge Hand or Journeyman Carpenter, performs duties related to the maintenance of School District buildings and property.

DUTIES

1. Perform school district carpentry maintenance under the general direction of a Journeyman Carpenter and subject to the approved procedure of the Safety Branch along with the Apprenticeship Trade Advisory Committee requirements. As qualified performs duties unsupervised.

2. Deliver, erect and dismantle scaffolding.

3. Perform related tasks with all Maintenance Crews.

QUALIFICATIONS

1. Maintain an appropriate BC Drivers license.

2. Ability to understand and carry out verbal and written orders.

3. Have all prerequisites for entering into a Carpenter Apprenticeship as outlined in the Collective Agreement.

4. Ability to demonstrate a mechanical aptitude.

5. Successfully complete each year units and all other requirements of a Carpenter Apprenticeship Program.

6. Ability to care for and maintain related equipment.

7. Physical ability to perform the required duties.

PAY GRADE
The Carpenter Apprentice is assigned - 1st year - Labourer Rate; 2nd year - 80% of Trades Rate; 3rd year - 82.5% of Trades Rate; 4th Year - 85% of Trades Rate.
SUMMARY

Reporting to the Operations Manager and working under the general direction of the Working Foreman and/or Charge Hand, performs electrical duties related to the maintenance of buildings and all other School District property including renovations and modifications.

DUTIES

1. Assist in the valuation and suitability of all electrical and electronic equipment.


3. Design and install fire and smoke alarm systems including sprinkler-warning systems.

4. Design and install security systems.

5. Read and interpret blue prints, and project sketches.

6. Perform fire, smoke and security alarm system checks.

7. Design and install main service lines, switching gear, all distribution switching and branch circuits.

8. Install job specific wiring, splicing and connections as required for computer networking, DDC controls etc.

9. Maintain emergency lighting systems.

10. Maintain both high and low voltage circuits and equipment.

11. May maintain and repair electronic and audiovisual equipment.

12. Install job specific wiring, splicing and connections as required for computer applications.

13. Loads and unloads vehicles; transports materials and equipment as needed; delivers, erects and dismantles scaffolding in a safe and effective manner.
14. Applies safe work practices at all times. Ensures tools, equipment and work areas are safe and clean. Reports unsafe conditions.

15. Remains current with changing technology, practices and equipment.


QUALIFICATIONS

1. BC Electrical Trades Qualification Certification or an Inter-provincial ticket appropriate to obtain the required electrical permits for district maintenance and construction work.

2. Maintain appropriate BC Drivers license.

3. Ability to understand and carry out verbal and written orders.

4. Ability to work independently and as a member of a crew, and to set priorities.

5. Ability to operate and maintain appropriate tools and equipment.

6. Current and thorough knowledge of related standards, practices, regulations, codes and methods including WCB and WHMIS.

7. Knowledge of computer applications appropriate with the duties.

8. Physical ability to perform the required duties.

PAY GRADE

The Electrician is assigned to Classification #4, Electrician.
SCHOOL DISTRICT 70 - ALBERNI
JOB DESCRIPTION

TITLE: Electrician Apprentice
SECTION: Maintenance Assigned to Electrical/Mechanical Crew
REPORTS TO: Operations Manager
DATE: June 2008

SUMMARY

Reporting to the Operations Manager and under the general direction of a Working Foreman or Journeyman Electrician performs duties related to the maintenance of School District buildings and property.

DUTIES

1. Perform electrical installations, repair and maintenance under the general direction of a Journeyman Electrician and subject to the approved procedure of the Electrical Safety Branch of BC along with the Apprenticeship Trade Advisory Committee requirements. As qualified performs duties unsupervised.

2. Deliver, erect and dismantle scaffolding in a safe and effective manner.

3. Perform related tasks with all Maintenance Crews.

QUALIFICATIONS

1. Maintain appropriate BC Drivers license.

2. Ability to understand and carry out verbal and written orders.

3. Have all prerequisites for entering into an Electrician Apprenticeship as outlined in the Collective Agreement.

4. Ability to demonstrate a mechanical aptitude.

5. Successfully complete each year units and all other requirements of an Electrician Apprenticeship Program.

6. Physical ability to perform the required duties.

7. Ability to care for and maintain related equipment.

PAY GRADE
The Electrician Apprentice is assigned - 1st year - 60% of Trades Rate; 2nd year - 65% of Trades Rate; 3rd year - 70% of Trades Rate, 4th Year - 80% of Trades Rate.
SCHOOL DISTRICT 70 - ALBERNI
JOB DESCRIPTION

TITLE: Grounds
SECTION: Maintenance
REPORTS TO: Operations Manager
DATE: June 2008

SUMMARY

Under the direction of the Operations Manager and working under the general direction of the Working Foreman and/or Charge Hand, performs duties related to the maintenance of buildings and grounds.

DUTIES

1. Perform all duties of a labourer.

2. Operate a variety of vehicles and equipment, including push lawn mowers, riding lawn mowers, power rakes, power hedge trimmers, pressure washer, jackhammers, dump trucks, tractors, backhoe and all other attachments and tools.

3. Assist in the drawing and layout of landscape design and the selection of trees, shrubs and flowers.

4. Assist with the installation of landscape materials e.g. planking, paving, bricks, cement barriers, etc.

5. Maintain grounds and playing fields including duties such as cleaning drains, installing playground equipment and lining of play fields. Cut, trim, weeds, rake, irrigate play fields, grass and planted areas. Dig, weed and prepare flowerbeds and planted areas.

6. Clean roofs, down spouts, clean and/or install catch basins and storm drains.

7. Deliver, erect and dismantle scaffolding.

8. Perform clean up duties in the Maintenance shop, clean work areas offices.

9. Perform minor servicing to all equipment used by the grounds department.

10. Apply pesticides under the Pest Control service license.

11. Perform maintenance-related tasks in conjunction with other maintenance crews.
QUALIFICATIONS

1. Maintain an appropriate BC Drivers license.
2. Ability to understand and carry out verbal and written orders.
3. Ability to care for and service equipment and tools.
4. Physical ability to perform the required duties.
5. Have a valid Pesticide Applicators Certificate.

PAY GRADE

The Grounds position is assigned to Classification #15, Grounds.
SCHOOL DISTRICT 70 - ALBERNI  
JOB DESCRIPTION

TITLE: Heating/Ventilating Technician
LOCATION: Maintenance Assigned to Electrical/Mechanical Crew
REPORTS TO: Operations Manager
DATE: June 2008

SUMMARY

Reporting to the Operations Manager and the general direction of a Working Foreman or Charge Hand performs duties related to the maintenance of School District buildings and property.

DUTIES

1. Evaluate, maintain and repair heating cooling and ventilation equipment and controls to ensure appropriate heating and ventilation levels and efficiency of performance. Equipment includes pneumatic, electric and electronic DDC (direct digital control) systems.

2. Change air filters in all equipment on an established schedule.

3. Carry out work order repairs for the heating and ventilating trade.

4. Maintain a record of all work performed.

5. Maintain tools and related equipment.

6. Deliver, erect and dismantle scaffolding.

7. Read and interpret blue prints, project sketches and maintenance manuals.

8. Perform related tasks with Maintenance Crews.

QUALIFICATIONS

1. A B.C. Trades Qualification that permits the employer to have a minimum of a Class “B” B.C. Gas Ticket; Class “A” is preferred.

2. Fourth Class Steam Engineering Certification.

3. Boiler Electrical Qualification.

4. Maintain appropriate BC Drivers license.

5. Ability to understand and carry out verbal and written orders.
6. Physical ability to perform the required duties.

7. Ability to care for and maintain related equipment.

**PAY GRADE**

The Heating and Ventilation Technician is assigned to Classification #7, Heating Ventilation Technician.
SCHOOL DISTRICT 70 - ALBERNI
JOB DESCRIPTION

TITLE: Labourer
SECTION: Maintenance, Assigned to Grounds
REPORTS TO: Operations Manager
DATE: June 2008

SUMMARY

Reporting to the Operations Manager and working under the general direction of the Working Foreman and/or Charge Hand, performs duties related to the maintenance of buildings and grounds.

DUTIES

1. Assist the groundsmen in all their duties, in the maintenance of buildings and grounds.

2. Operate a variety of small power tools, e.g. weed eater, pressure washer, power saw, blower, water pump, lawn mower, jack hammer, etc.

3. Operate pick up and trailer on public roads.

4. Handle hand tools, e.g. shovel, rake, hoe, etc., in an effective manner.

5. Perform hand labour, e.g. picking rocks, glass, etc.

6. Operate all irrigation equipment.

7. May perform related tasks to other maintenance crews.

QUALIFICATIONS

1. Maintain an appropriate BC Drivers license.

2. Ability to understand and carry out verbal and written orders.

3. Ability to care for and service equipment.

4. Physical ability to perform the required duties.

PAY GRADE

The Labourer is assigned to Classification #16, Labourer.
SCHOOL DISTRICT 70 - ALBERNI
JOB DESCRIPTION

TITLE: Painter
SECTION: Maintenance, Assigned to Paint Crew
REPORTS TO: Operations Manager
DATE: June 2008

SUMMARY
Reporting to the Operations Manager and working under the general direction of the Working Foreman and/or Charge Hand, performs duties related to the maintenance of buildings and all other School District property.

DUTIES
1. Assist in the selection of colours and type of paint to be used, and mix all required colours.

2. Repair minor wall surfaces in preparation for painting by sanding, scraping, filling, etc.

3. Perform new dry walling functions such as taping, filling, sanding, sealing and similar functions to drywall repairs.

4. Apply paint, varnish, stain, enamel, lacquer and all other kinds and types of paint on interior and exterior surfaces using brush, spray, roller and any other required tools.

5. Apply wall coverings e.g. wall paper.

6. Deliver, erect and dismantle scaffolding.

7. Carries out work order repairs of the paint crew.

8. Perform related tasks with maintenance crews.

QUALIFICATIONS
1. B.C. Painter Trades Qualification Certification or an Inter provincial ticket.

2. Maintain an appropriate BC Drivers license.

3. Ability to understand and carry out verbal and written orders.

4. Ability to care for and maintain related equipment.

5. Physical ability to perform the required duties.

PAY GRADE
The Painter is assigned to Classification #11, Painter.
SCHOOL DISTRICT 70 - ALBERNI 
JOB DESCRIPTION

TITLE: Painter Apprentice
SECTION: Maintenance, Assigned to Paint Crew
REPORTS TO: Operations Manager
DATE: June 2008

SUMMARY

Reporting to the Operations Manager and under the general direction of a Working Foreman or Charge Hand or Journeyman Painter performs duties related to the maintenance of School District buildings and property.

DUTIES

1. Perform painting functions under the general direction of a Journeyman Painter and subject to the approved procedure of the Apprenticeship Trade Advisory Committee requirements. As qualified performs duties unsupervised.

2. Deliver, erect and dismantle scaffolding in a safe and effective manner.

3. Perform related tasks with Maintenance Crews.

QUALIFICATIONS

1. BC Drivers license.

2. Ability to understand and carry out verbal and written orders.

3. Have all prerequisites for entering into a Painter Apprenticeship as outlined in the Collective Agreement.

4. Ability to demonstrate a painting aptitude.

5. Successfully complete each year units and all other requirements of a Painter Apprenticeship Program.

6. Ability to care for and maintain related equipment.

7. Physical ability to perform the required duties.

PAY GRADE

The Painter Apprentice is assigned - 1st year - 60% of Trades Rate; 2nd year - 65% of Trades Rate; 3rd year - 70% of Trades Rate; 4th Year - 80% of Trades Rate.
SCHOOL DISTRICT 70 - ALBERNI
JOB DESCRIPTION

TITLE: Plumber
SECTION: Maintenance Assigned to Electrical/Mechanical Crew
REPORTS TO: Operations Manager
DATE: June 2008

SUMMARY

Reporting to the Operations Manager and working under the general direction of the Working Foreman and/or Charge Hand, performs duties related to the maintenance of buildings and all other School District property.

DUTIES

1. Assist in the assessment and design of projects.

2. Read and interpret blue prints, project sketches and maintenance manuals.

3. List all materials to be used.

4. Install drainage and pressure systems on new construction, renovations, and upgrade existing piping.

5. Install, inspect and repair fire sprinkler systems, irrigation systems, septic tanks and fields, both hot water and steam heating systems.

6. Deliver, erect and dismantle scaffolding in a safe and effective manner.

7. Perform related tasks with all Maintenance Crews.

8. Carry out all work order repairs for the heating and ventilation trade.

QUALIFICATIONS

1. BC Plumbing Trades Qualification or an Inter provincial ticket with a minimum Class B Gas Fitters ticket.

2. BC Drivers license.

3. Ability to understand and carry out verbal and written orders.

4. Ability to care for and maintain related equipment.

5. Physical ability to perform the required duties.

PAY GRADE
The Plumber is assigned to Classification #6, Plumber.
SCHOOL DISTRICT 70 - ALBERNI
JOB DESCRIPTION

TITLE: Plumber Apprentice
SECTION: Maintenance Assigned to Plumbing/Mechanical Crew
REPORTS TO: Operations Manager
DATE: June 2008

SUMMARY

Reporting to the Operations Manager and working under the general direction of the Working Foreman and/or Charge Hand or Journeyman Plumber, performs duties related to the maintenance of buildings and all other School District property.

DUTIES

1. Perform school district plumbing maintenance under the general direction of a Journeyman Plumber and subject to the approved procedure of the National Building Code along with the Apprenticeship Trade Advisory Committee requirements. As qualified performs duties unsupervised.

2. Deliver, erect and dismantle scaffolding in a safe and effective manner.

3. Perform related tasks with all Maintenance Crews.

QUALIFICATIONS
1. Maintain an appropriate BC Drivers license.

2. Ability to understand and carry out verbal and written orders.

3. Have all prerequisites for entering into a Plumber Apprenticeship as outlined in the Collective Agreement.

4. Ability to demonstrate a mechanical aptitude.

5. Successfully complete each year units and all other requirements of a Plumber Apprenticeship Program.

6. Ability to care for and maintain related equipment.

7. Physical ability to perform the required duties.

PAY GRADE

The Plumber Apprentice is assigned - 1st year - 60% of Trades Rate; 2nd year - 65% of Trades Rate; 3rd year - 70% of Trades Rate; 4th Year - 80% of Trades Rate.
SCHOOL DISTRICT 70 - ALBERNI
JOB DESCRIPTION

TITLE: Tractor Operator
SECTION: Maintenance, Assigned to Grounds Crew
REPORTS TO: Operations Manager
DATE: July 2000

SUMMARY

Reporting to the Operations Manager and working under the general direction of the Working Foreman and/or Charge Hand, performs duties related to the maintenance of buildings and all other School District property.

DUTIES

1. Operate a tractor, front-end loader and backhoe for all kinds of excavation, loading and leveling projects.

2. Ability to perform all duties of a groundsman or labourer in the grounds crew is desirable.

3. Carries out all work order repairs for the grounds crew.

QUALIFICATIONS

1. Demonstrated ability to operate this type of equipment.

2. Appropriate equipment operator training is desirable.

3. Maintain an appropriate BC Drivers license.

4. Ability to understand and carry out verbal and written orders.

5. Ability to care for and maintain related equipment.

6. Physical ability to perform the required duties.

PAY GRADE

The Tractor Operator is assigned to Classification #14, Tractor Operator.
SCHOOL DISTRICT 70 - ALBERNI
JOB DESCRIPTION

TITLE: Utility/Grounds - West Coast
SECTION: Maintenance, assigned to West Coast
REPORTS TO: Director of Operations
DATE: August 2017

SUMMARY

Reporting to the Director of Operations, perform duties related to the maintenance of buildings, equipment and grounds under the general direction of the Working Foreman West Coast.

DUTIES

1. Perform all duties as laid out in the Grounds job description.

2. Perform maintenance duties under the general direction of the Working Foreman West Coast.

3. Safely operate and maintain all related equipment.

4. In the absence of the Working Foreman West Coast perform Maintenance duties.

5. Act as backup for WC Foreman to attend after hours call outs for all West Coast facilities. When responding to a security callout, must be able to attend within 45 minutes of notification.

QUALIFICATIONS

1. Maintain appropriate BC Driver's license.

2. Good written and oral communication skills.

3. Physical ability to perform the required duties.

Pay Grade as per Collective Agreement
SCHOOL DISTRICT 70 - ALBERNI
JOB DESCRIPTION

TITLE: Welder/Fitter
SECTION: Maintenance Assigned to Electrical/Mechanical Crew
REPORTS TO: Operations Manager
DATE: June 2008

SUMMARY
Reporting to the Operations Manager and working under the general direction of the Working Foreman and/or Charge Hand, performs duties related to the maintenance of buildings and equipment and all other School District property.

DUTIES
1. Assist in the assessment and design of projects.
2. Read and interpret blue prints, and project sketches.
3. Construct all steel works from design, assembling and finishing to completion.
4. List and requisition all material to be used.
5. Perform fitter duties such as change fan bearings, shafts and motor alignment.
6. Assist with the gas fitting/heating functions.
7. Assist with the plumbing and pipefitting duties.
8. Maintain and inspect fire extinguishers.
9. Deliver, erect and dismantle scaffolding.

QUALIFICATIONS
1. BC Welding Trades Qualification Certificate or Mechanics Trades Qualification Certificate with welding experience or an Inter-provincial ticket.
2. Maintain an appropriate BC Drivers license.
3. Ability to understand and carry out verbal and written orders.
4. Ability to care for and maintain related equipment.
5. Physical ability to perform the required duties.

PAY GRADE
The Welder/Fitter is assigned to Classification #8, Welder/Fitter.
SCHOOL DISTRICT 70 - ALBERNI
JOB DESCRIPTION

TITLE: Working Foreman - Port Alberni
SECTION: Maintenance
REPORTS TO: Operations Manager
DATE: June 2008

SUMMARY

Reporting to the Operations Manager performs duties related to the maintenance of buildings, equipment and property in the Alberni Valley.

DUTIES

1. Schedule and direct the Maintenance Crew to ensure the crew works within the established work practices.

2. Schedule and direct all Maintenance Crew personnel in work order and routine work of new construction, minor renovation, and repair work of all structures within the assigned budget.

3. Recommend to the Operations Manager - the selection of materials and supplies to be used.

4. Responsible for the training of employees in all aspects of maintenance work including safety procedures and appropriate apparel.

5. Schedule the maintenance of all Maintenance equipment to ensure effective and safe operations.

6. Approve daily time cards and bi-weekly time sheets.

7. Assist in the scheduling of annual vacations and days off for the Maintenance Crew to ensure an orderly operation.

8. Initiate requisitions for the purchase of supplies and materials.

9. Ensure that all invoices for the purchase of materials are correct.

10. Maintain inventory of supplies and equipment.

11. Assist the Operations manager with performance evaluations for probationary and trial employees

12. Complete routine employee performance evaluations with assigned employees to the mutual satisfaction both parties. Sign the report and submit it to the Operations Manager.
13. Perform related tasks with all maintenance crew.

QUALIFICATIONS

1. BC Trades Qualification Certificate or an Interprovincial ticket.

2. BC Drivers license.

3. Ability to understand and carry out verbal and written orders.

4. Good written and oral communication skills.

5. Familiar with administrative computer software programs.

6. Physical ability to perform the required duties.

7. Ability to care for and maintain related equipment.

PAY GRADE

The Working Foreman - Port Alberni is provided the Working Foreman allowance in addition to the assigned classification.
SCHOOL DISTRICT 70 - ALBERNI
JOB DESCRIPTION

TITLE: Working Foreman - West Coast
SECTION: Maintenance Assigned to West Coast
REPORTS TO: Director of Operations
DATE: September 2017

SUMMARY

Reporting to the Director of Operations performs duties related to the maintenance of buildings, equipment and property on the West Coast.

DUTIES

1. Schedule and direct the Utility/Grounds on the West Coast.

2. Plan and coordinate major projects; initiate, schedule and oversee work order and routine work of new construction, minor renovation, and repair work of all structures within the assigned budget, including other maintenance personnel, which are performing maintenance work on the West Coast. Consult School Administrators as required.

3. Read and interpret blueprints and project sketches.

4. Process all work orders related to the West Coast schools.

5. Ensure proper and continuous operation of West Coast heating and ventilation systems.

6. Primary contact for after-hours callouts for all West Coast facilities. When responding to a security call, must be able to attend within 45 minutes of notification.

7. Check and approve time sheets and Leave of Absence forms.

8. Schedule and maintain all West Coast vehicles and equipment.

9. Process Purchase Orders within assigned financial limits and initiate requisitions for the purchase of other supplies and materials. Ensure all invoices for the purchases of materials are correct.

10. Assist the Director of Operations with performance evaluations for probationary and trial employees.
11. Other duties as required.

QUALIFICATIONS

1. A Journeyman Carpenter Trade Qualification.
2. Maintain appropriate BC Drivers license.
3. Good written and oral communication skills.
5. Physical ability to perform the required duties.

Pay Grade as per Collective Agreement