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
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