



Maintenance Technician/  
Journeyman Electrician/Heating and  
Cooling Technician  
Administrative Procedure 2.B.191

2.0 Human Resources  
2.B. Position Descriptions

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**Board Governance Policy Cross Reference:** 1, 2, 3, 4, 12, 13, 16

**Legal Reference:**

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**Date Adopted:** August 2000

**Date Amended:** October 2006, September 2024

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## PHILOSOPHY

Evergreen School Division believes in a system that fosters respect, caring and good communication within and outside the school division. The major goals and tasks of the employees of the division are to honor these values in the daily interactions with staff, students and the public and to assist in the development and implementation of a quality education system. Confidentiality is an expectation of these positions of trust in our public school system. Under the direction and supervision of the Buildings Supervisor, the Maintenance personnel shall be responsible for minor construction, renovations, and the general maintenance of the school buildings, grounds, equipment and furnishings. Maintenance personnel who qualify for and hold a journeyman's certificate shall work in their field of qualification whenever and wherever that expertise is required and for such length of time as is necessary. Whenever these "journeymen" are not required to work in their field of qualification, they shall perform any of the other duties listed.

## PRIMARY RESPONSIBILITIES AND DUTIES

**Maintain all electrical in all division buildings (Schools/Bus Garage, Education Support Centre and Operation Support Centre):**

- Install, repair and maintain motors, fixtures, ballasts, wall plus, switches and fuses.
- Install, repair and maintain parking lot plugs.
- Locate, repair and or replace blown circuits, breakers and wiring.
- Install, check, repair or replace controls such as electrical, lighting and mechanical.
- Order materials and supplies and complete work orders in electronic format.
- Monitors building controls and be on the call list to respond to emergencies and intrusions alarms.
- Maintain the local fire alarm system and test regularly.
- Maintain the surveillance system in all buildings and check regularly
- Read blueprints and comply with building codes.
- Supervise a helper as required.

**Maintain the heating equipment in division buildings (Schools/Bus Garage, Education Support Centre and Operation Support Centre):**

- Must be proficient with Web Control
- Must be able to thread pipe, braze pipe and solder pipe.

- Experience with pneumatic/electric control systems
- Able to read electrical schematics.
- Proficient with installation, repair and hot water systems, including condensing boiler systems and forced air furnaces/Air Conditional units (charge and pump down units)
- Ability to read and follow blueprints and technical documents.
- Ability to perform calculations to size equipment.
- Ability to track and maintain filter logs.
- Ability to service, repair and relace pumps, strainers, valves, coils, etc.
- Ability to repair exhaust fans, make-up air units, adjust/repair belts and pulleys
- Working knowledge of codes and standards.

## **OTHER DUTIES**

### **Perform all maintenance work in division buildings (Schools/Bus Garage, Education Support Centre and Operation Support Centre):**

- Repair all roofs on all buildings, including flashings, cants, downspouts, fabrics, caps, shingles, decking, fascia, soffit, etc.
- Repair all windows, doors, frames, walls, floors, etc.
- Repair, replace carpet and tile wherever required (including baseboards).
- Caulk all windows and doors, repair walls, where required.
- Painting of all school buildings, interior and exterior, as required.
- Including preparation for painting (scraping, sanding, patching walls, replacing rotted woods, etc.)
- Repair ceiling tiles, suspended ceilings, stucco ceilings.
- Replacement of ceiling tile.

### **Maintain the plumbing in division buildings (Schools/Bus Garage, Education Support Centre and Operation Support Centre):**

- Repair/replace leaking faucets, taps.
- Repair/replace all toilet bowls, wash basins that are broken.
- Repair/replace water fountains, water lines.
- Maintain sewer lines within the building in proper working condition.

### **Maintain the school yards and playground equipment:**

- Repair all fences, paint where necessary.
- Repair all playground equipment (baseball backstops, slides, climbing equipment).
- Cut and trim grass.
- Remove snow from driveways, walkways, parking lots, etc.
- Trim trees and remove all garbage and debris.
- Install all new playground equipment.
- Repair and/or replace sidewalks when required.

### **New construction and renovations:**

- Build new space (extensions to present buildings, new storage buildings classified as Capital 'D' projects) when required.
- Renovate old space (changing office areas, changing classroom areas) when required.
- Construct new shelving, etc. when required.

- Install shelving, chalkboards, bulletin boards, etc. when required.
- Work on all phases of new construction and renovations being done by Division staff, i.e. form concrete work, construction, electrical, plumbing.

**Perform other related general duties:**

- Clean the workshop and maintain all tools and stock required for the maintenance department.
- Repair cleaning equipment (e.g. scrubbers, vacuum cleaners).
- Remove all garbage from maintenance shop.
- Remove all garbage from Division office and ensure that it is burned at the garbage disposal site.
- Perform other related duties as may be assigned from time to time.

**SKILLS AND QUALIFICATIONS**

- Trade certification as a Journeyman Electrician License is required.
- A minimum of 2 to 5 years experience in institutional facilities maintenance and familiar with Building, Plumbing and Electrical Codes and *Manitoba Workplace Safety and Health Act* and legislation.
- Experience in plumbing, carpentry, millwork, locksmith or other related trades.
- Ability to work with minimum supervision.
- Proficient with technology including Microsoft Office, Web Control and Commerce Point Work Order System.
- Valid Class 5 driver’s license is required.

**PHYSICAL DEMANDS**

- Lifts heavy objects.
- Requirement to work in cramped, awkward spaces such as attics and crawl spaces.
- Work from ladders, scaffolds or other elevated platforms.

**WORKING CONDITIONS**

- Exposure to electrical and mechanical hazards.
- Exposure to inclement weather.