



Maintenance Technician/Journeyperson Painter Administrative Procedure 2.B.60

2.0 Human Resources
2.B. Position Descriptions

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

Legal Reference:

Date Adopted: August 2000

Date Amended: October 2006, September 2024

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.

GENERAL POSITION DESCRIPTION

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 journeyperson'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

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

- Prepare surfaces for painting by cleaning, sanding, scraping, and filling holes and cracks.
- Apply paint or other finishes using brushes, rollers, or sprayers.
- Painting of all school buildings, interior and exterior, as required.
- Cover surfaces with drop cloths or masking tape to protect areas not to be painted.
- Mix and match colors to achieve desired finish and may use specialized techniques such as stenciling or sponging.
- May perform basic carpentry or drywall repair in addition to painting.
- Clean up job site after painting and properly dispose of hazardous materials.

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.
- 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 Journeyperson Painter 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.