



Maintenance Technician

Administrative Procedure 2.B.190

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

Legal Reference:

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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 Maintenance Foreman, 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.

RESPONSIBILITIES AND DUTIES:

1. Perform all maintenance work on the buildings
 - 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

2. Maintain the heating equipment
 - repair/replace pumps, motors
 - repair/replace heat radiators
 - repair/replace air circulating fans and/or motors
 - general maintenance on heating equipment, i.e. compressors, air lines, thermostats
 - replace or clean all filters in the heating system
3. Maintain the plumbing in all buildings
 - 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
4. Maintain all electrical in all buildings
 - replace all switches, plugs, light fixtures, etc., as required
 - replace fuses and/or circuit breakers and test for any overloads on electrical circuits
 - maintain all controls, including heating system controls, shop equipment controls
 - maintain the local fire alarm system and test regularly
 - maintain the surveillance system in all buildings and check regularly
5. 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
6. 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

7. 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

8. Perform other related duties as may be assigned from time to time