



MAINTENANCE TECHNICIAN/JOURNEYMAN ELECTRICIAN

PRAIRIE ROSE SCHOOL DIVISION

Approved: October 16, 2017

Position: Maintenance Technician/Journeyman Electrician

Reports to: Facilities Supervisor

Policy: Under the supervision and direction of the Facilities Supervisor, the Maintenance Technician/Journeyman Electrician performs tasks that contribute to the general maintenance of buildings and grounds throughout the division, in accordance with Workplace Safety and Health Act, legislation and codes. The Maintenance Technician/Journeyman Electrician provides support to the Facilities Supervisor in the day-to-day operation the division facilities. The Maintenance Technician/Journeyman Electrician will coordinate the corrective and preventive maintenance program

When required, the Maintenance Technician/Journeyman Electrician is also responsible to work collaboratively and cooperatively with school custodial staff to provide safe and well-maintained facilities and grounds for the students and staff of Prairie Rose School Division

Divisional Buildings (Schools/Bus Garages and Division Office)

- Perform repairs and alterations on all divisional property including interior, exterior, plumbing, mechanical and electrical systems of building
- Perform repairs and maintenance on school division furniture and equipment
- Perform periodic inspections of the HVAC and roofing systems on all divisional buildings
- Monitors building controls and be on the call list to respond to emergencies and intrusions alarms
- Installs furniture, equipment as required; transports equipment and supplies as required
- Ensures that the predictive, preventive and proscriptive maintenance is occurring with all equipment in the division buildings
- Provide leadership and direction to contractors, custodians in the absences of the Facilities Supervisor

Playground Equipment

- Perform repairs and alterations on all school playground equipment
- Perform annual inspections of playgrounds

- Ensures that the predictive, preventive and proscriptive maintenance is occurring with all playground equipment

Other Duties and Responsibilities:

- Respond quickly and appropriately to emergency situations such as floods, fires, power failures and major accidents
- Maintain a clean, neat safe work environment with the Maintenance shop and all remote work sites
- Maintain records of time spent and material used on all projects
- Plan and organize work projects as provided by the Facilities Supervisor
- Assist school custodial staff in troubleshooting and repairs and maintenance as directed by the Facilities Supervisor
- Maintains adequate supply of building material and supplies, sources and orders parts as required in accordance with the purchasing policies of the division
- Performs other related duties assigned by the Facilities Supervisor

Skills and Qualifications:

- Trade certification as a Journeyman Electrician Licence is required
- Playground Inspector Certificate and have a minimum 5th Class Power Engineer is considered an asset
- A minimum of 5 to 7 years progressively responsible experience in institutional facilities maintenance, and familiar with Building, Plumbing and Electrical Codes, and Manitoba Workplace Safety and Health Act and legislation
- Familiarity with HVAC and DDC systems
- Experience in plumbing, carpentry, millwork, locksmith or other related trades
- Proficient with technology including Microsoft Office and integrated IP Systems
- Valid Class 5 driver's license is required