Maintenance/Grounds Worker - Auxiliary
Posting # 2021018

Internal/External Posting
Today’s Date: January 22, 2021 | Closing Date: January 29, 2021

Hours
Auxiliary relief for a variety of shifts
Varies from Monday to Sunday during the hours of 7:00am to 5:00pm

Salary
$22.29 - $24.64 per hour
depending on years of service at SMS

This is a bargaining unit position, in the Professional Employees Association.

Summary
St. Margaret’s School seeks a Maintenance & Grounds Worker. Under direction of the Manager, the Maintenance & Grounds Worker performs a variety of maintenance functions for the School’s buildings and grounds. The School’s buildings and grounds must always be maintained in a condition of operating excellence. This job assumes the primary responsibility for the safety and cleanliness of all School buildings and grounds. This is also a customer service position and the Maintenance & Grounds Worker must be willing to address concerns from staff, students and a variety of visitors to our campus.

Duties and Responsibilities
Responsibilities will include the following:

- Maintains the School’s infrastructure by:
  - Attending to day to day facility needs.
  - Ensuring cleanliness and good repair of interior and exterior spaces, e.g. common areas, classrooms, playground equipment, entranceways, building roofs, etc.
  - Undertaking minor project work and repairs that involve plumbing, drywalling, painting, carpentry, and minor electrical work.
  - Performs preventative maintenance on building equipment and machinery including HVAC systems.
  - Responding to teacher requests to fabricate structure for school projects.
  - Moving, setting up, dismantling and storing equipment for school functions and events.
  - Minor repairs to furniture and appliances.
  - Replaces light bulbs, ballasts and cleans light fixtures.
- Opens/closes building and checks for cleanliness, good repair and safety.
- Performs general building and grounds maintenance and project work in other school areas as may be assigned.
- Maintains school pathways and roads, cleaning drains and sweeping debris.
- Snow clearing by hand, and with equipment, spreading sand and salt on pathways and roadways around the campus as required.
- Regularly disinfects all exterior handrails and benches, and other areas as needed.
- Pressure washing of buildings and pathways.
- Maintains tools and equipment related to maintenance such as lubricating, sharpening, replacing broken handles and making simple adjustments and repairs, as needed.
- Maintains and completes records and reports.
- Relieves in the absence of other maintenance and grounds staff.
- Follows all related school policies and protocols.
- Performs other related duties as required.

**Qualifications**

**Requirements**

- Completion of Grade 12
- Journeyperson certification preferred such as electrician, plumber, or carpenter
- 3-5 years building and grounds maintenance work experience, or an equivalent combination of education and experience
- Valid BC Class 5 Driver’s License with clean drivers abstract
- Working knowledge of WHMIS and WCB regulations
- Appreciation of and adherence to sustainable, conservation-minded building standards
- Ability to use hand tools, power equipment and machinery
- Understanding of BC building codes
- Ability to service and perform small mechanical repairs
- Ability to work independently and as part of a team, prioritize work, meet deadlines and school schedule needs
- Able to communicate effectively (both orally and written), and able to develop and maintain good relationships with customers, staff, managers and other groups
- Ability to lift up to 50lbs and move heavy plants, materials and equipment
- Ability to work well under adverse weather conditions
- Ability to successfully obtain Ministry of Justice criminal record check clearance
- Able to take direction; and work independently
- Ability to establish good relationships with staff, faculty and students
- Positive role model to all members of the St. Margaret’s community
- Actively support the vision, mission and values of our school

**Work Conditions**

- Handling heavy loads
- May require work in hazardous environments requiring personal protective equipment
- May be exposed to dust and high noise levels
- May be required to work on ladders, rooftops, and in unfavorable weather conditions
- Manual dexterity required to use desktop computer and peripherals
- Overtime and weekend work as required
- Interacts with residents, family members, staff, visitors and government agencies
- Combination of sitting, standing, walking, bending, crouching and kneeling for extended periods of time

Interested candidates are invited to submit an application package, which includes a covering letter, curriculum vitae and professional references, quoting the **Posting #2021018**, by January 29\textsuperscript{th}, 2021 to:

Human Resources  
St. Margaret’s School  
1080 Lucas Avenue  
Victoria, BC  V8X 3P7  
Email: careers@stmarg.ca