Maintenance/Grounds Worker
Temporary Posting # 2021052

Internal/External Posting
Today’s Date: June 9, 2021 | Closing Date: June 18, 2021

Hours
37.5 hours per week
Hours will vary and will include weekends.
Temporary to September 30, 2021.

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

Summary
St. Margaret’s School seeks a temporary 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:
  o Attending to day to day facility needs.
  o Ensuring cleanliness and good repair of interior and exterior spaces, e.g. common areas, classrooms, playground equipment, entranceways, building roofs, etc.
  o Undertaking minor project work and repairs that involve plumbing, drywalling, painting, carpentry, and minor electrical work.
  o Performs preventative maintenance on building equipment and machinery including HVAC systems.
  o Responding to teacher requests to fabricate structure for school projects.
  o Moving, setting up, dismantling and storing equipment for school functions and events.
  o Minor repairs to furniture and appliances.
  o 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.
• 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.
• Installs, alters and maintains gardens and landscaping.
• Performs routine gardening maintenance including turning of beds, weeding, mulching, edging and planting.
• Maintains lawns including grass cutting with walk behind and riding mowers, trimming grass, edging and raking.
• Prunes annuals, perennials, shrubs and trees using the appropriate techniques according to the plant.
• General landscape maintenance, including litter pick-up and clearing wasp nests.
• Ensures efficient operation of irrigation systems including programming of irrigation timers for water-efficient irrigation, installation, maintenance and repair irrigation systems.
• Regularly examines campus, paths, roadways, playgrounds structures and other buildings and equipment to ensure the safety.
• Performs preventative maintenance of grounds including playground equipment and other structures.
• 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

• Completion of Grade 12.
• Journeyperson certification preferred such as electrician, plumber, carpenter, or horticulturist.
• 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**

• This is a physically demanding job, handling heavy loads and lifting up to 50lbs.
• 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.
• 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 #2021052**, by June 18, 2021 to:

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