



## SKILLED TRADESPERSON

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### Summary

Performs maintenance, repair, alteration and installation tasks, including renovations and modifications, within a specific trade within district facilities. Performs minor elements of other trades. Required to work with a high degree of independence on assigned projects. Works cooperatively with other employees, students and the public. Plans and coordinates approved projects and makes decisions independently.

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### Job Description

- Under the direction and supervision of the Director of Transportation and Facilities.
- Inspects, constructs, installs, repairs and maintains systems within a specific trade utilizing a variety of hand and power tools and materials.
- Plans projects and material requirements and develops layouts of new installations and alterations from drawings, sketches and/or specifications.
- Performs work in accordance with applicable statutes, regulations and codes.
- Reports on parts and supplies inventory levels. Orders supplies and equipment.
- Reports on work in progress and completed projects, including time and materials used.
- Responds to 24 hour emergency situations.
- Coordinates, advises or assists other employees.
- Maintains tools, equipment and a clean, safe work environment. Reports unsafe conditions.
- Loads and unloads vehicles. Transports materials and equipment. Cleans, checks and confirms operational safety of vehicle.
- To maintain the confidentiality of sensitive information seen or heard.
- All employee conduct must be in compliance with school district policies and provincial legislation.
- *This description includes the essential elements required for job identification and evaluation. However, it does not provide an exhaustive list of duties to be performed*

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### Typical Qualifications and Skills

- Grade 12 or equivalent
- Interprovincial Trade Certification within the appropriate trade (includes in-class training and apprenticeship training)
- Two years of related work experience at the journeyman level
- B.C. Class 5 driver's licence and driver's abstract
- Up to date Workplace Hazardous Materials Information System (WHMIS)
- Working knowledge of other trades systems such as capable of working on electrical, mechanical, plumbing, heating and cooling systems is required
- Sufficient strength and stamina to perform the duties and responsibilities of the position to permit the performance of heavy manual work outdoors in all weather conditions.

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