



SCHOOL DISTRICT 78
FRASER-CASCADE
EVERYONE PULLING TOGETHER

INTERNAL POSTING No. 23-046

UNION VACANCY NOTICE

September 29, 2022
Date of Distribution

Applications are invited for the following position as detailed below:

EFFECTIVE DATE: **Immediately**

DESCRIPTION: **General Maintenance Foreman**
Eight (8) hours per day
Five (5) days per week

LOCATION: **District**

HOURLY RATE: **\$ 29.93 (Under Review)**

DEADLINE DATE: **October 6, 2022 at 2:00 p.m.**
(Applications will not be considered after 2:00 p.m.)

Major Duties/Qualifications: Classification Description at each location

Please direct all applications to: Human Resources
School District No. 78 (Fraser-Cascade)
650 Kawkawa Lake Road
Hope, B.C. VOX 1L4
Fax (604-869-7400)
Phone (604-869-2411)
Email laurie.bjorge@sd78.bc.ca

PLEASE POST ON SCHOOL BULLETIN BOARD

INTERNAL APPLICANTS ARE GIVEN FIRST CONSIDERATION

All applicants not currently employed by this School District must sign a release to permit a criminal record review prior to confirmation of hiring

SCHOOL DISTRICT #78 (FRASER-CASCADE)

JOB DESCRIPTION

GENERAL MAINTENANCE FOREMAN

Location: Maintenance

Summary:

Under the direction, supervision and evaluation of the Director of Facilities and Transportation, supervises the Maintenance Department employees related to the maintenance, alteration and construction of District buildings, fixtures, equipment and grounds.

Duties and Responsibilities:

- Supervises the work of the District's maintenance staff and ensures that acceptable standards of performance are maintained. This may involve the coordination of work, including the assignment of work and personnel.
- Arranges an effective work schedule, responds to requests, and liaises with District staff, Administrators, contractors and suppliers.
- Reports on work in progress and final inspections as required.
- Investigates construction, alteration and maintenance problems and recommends appropriate action.
- Performs a variety of skilled and other tasks related to maintenance and repair of School District buildings, grounds, and equipment under minimal supervision.
- Responds to 24-hour emergency situations.
- Prepares orders for purchases of supplies and equipment; prepares tender specifications as required.
- Assists in budget planning and in determining personnel requirements.
- Assists other trades as required.
- Assists in the selection of new members of staff.
- Verifies the accuracy of maintenance time sheets and schedules leaves accordingly.
- Maintains familiarity with Workplace Hazardous Materials Information System (WHMIS) and WorkSafe BC (WCB) safety procedures.

Duties and Responsibilities cont'd:

- Performs duties that ensures work quality and accuracy meet with School District standards.
- Performs other general foreman or emergent duties, which are within the scope of knowledge, skills and abilities required by this position.
- Performs all duties with a level of supervisory and interpersonal skills appropriate to the position.
- Operates district vehicles and equipment such as a variety of hand, air and power tools, ladder, scaffolding, trucks, mower, welder; responsible for routine maintenance and repair of equipment.

Required Qualifications and Experience:

- Grade 12 graduation
- Completion of a recognized building trade apprenticeship or BC Building Trades Certificate
- A valid B.C. driver's licence
- Ability to perform a standard of workmanship at a tradesman's level
- Thorough and up-to-date knowledge of standard practices, methods, materials, tools, and equipment of the trade
- Skill in the use of tools and equipment of the trade
- Demonstrated ability to understand and effectively carry out oral and written instructions
- Ability to plan and carry out an effective work schedule with a minimum of supervision
- Ability to establish and maintain good working relationships with staff, students, and the community
- Demonstrated ability to display tact and discretion under stress or in difficult situations
- Demonstrated ability to plan and organize the work to be done at a jobsite
- Demonstrated ability to effectively direct the work of other staff
- Knowledge of health and safety procedures, including WHMIS and WorkSafe BC regulations.
- Physical ability to perform the required tasks
- Ability to work with interruptions and to meet deadlines

N.B. This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of duties to be performed. Duties not listed should not affect the evaluation.