

**TITLE:** MAINTENANCE SERVICE CARETAKER  
**SECTION:** Operations  
**REPORTS TO:** Operations Supervisor

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**#200**

## **SUMMARY**

Under the general supervision of the Operations Supervisor or designate, is responsible for all caretaking duties at District schools and buildings in accordance the Caretaker's Manual. Performs maintenance and repair duties related to buildings and equipment in one or a variety of areas such as electrical, plumbing and mechanical systems.

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## **DUTIES**

1. Performs a variety of manual tasks such as vacuuming, floor mopping, dusting, sweeping, cleaning, sanitizing, garbage pickup and disposal, HVAC filter changes in accordance with established procedures.
  2. Performs a variety of semi-skilled duties relative to building maintenance.
  3. Assists other trades people as appropriate.
  4. Utilizes those power and hand tools necessary to perform the assigned tasks.
  5. Makes minor repairs to desks, millwork, toilets, changes light bulbs, window coverings and places temporary covers over broken windows.
  6. Initiates work orders and requisitions for building repairs, general building issues, caretaking supplies and equipment.
  7. Makes necessary equipment available for rental groups and school activities.
  8. May on occasion be required to perform other related duties as assigned.
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## **QUALIFICATIONS**

- Grade 12 education or the equivalent.
- Minimum six (6) months maintenance helper related experience
- Minimum six (6) months custodial related experience.
- Physical capability to perform the job duties.
- Ability to understand and carry out verbal and written instructions.
- Valid B.C. Class 5 Driver's License.
- WHMIS certificate.
- Competent in the use and care of tools and equipment common to this work.
- Must be able to utilize a computer to check building control software programs
- Good interpersonal skills with the ability to evaluate and carry out verbal and written instructions.