

Class No.:	
Original Date:	
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Pay Group:	14

CLASS SPECIFICATION

MAINTENANCE WORKER I

NATURE AND SCOPE OF WORK

This is semi-skilled entry-level work of considerable variety. An incumbent in this position is primarily responsible for assisting supervisors in manual tasks of limited complexity in building and maintenance trades work. Duties of the position include transporting, setting-up, maintenance, grounds keeping, assisting, and securing University premises. This position reports to a facilities supervisor.

ILLUSTRATIVE EXAMPLES OF DUTIES

- Performs a variety of semi-skilled manual, maintenance, construction and grounds keeping tasks.
- Operates related equipment and tools, including but not limited to the use of hand and power tools, such as drills, hammers, saws, pliers, screwdrivers, brush and spray-painting equipment
- Assists skilled trades people in performing a variety of tasks.
- Assists in maintenance, repair and occasional installation of subject matter equipment.
- Transports furniture and sets up, dismantles and reassembles furniture as required; sets up special displays and special events.
- General grounds maintenance including garbage pick-up, lawn upkeep.
- Daily opening and closing of all buildings.
- Responds to related emergency calls.
- General cleaning and maintaining of all facilities, stairwells and halls including polishing, vacuuming and cleaning walls.

- May be required to take training and act in the capacity of a floor warden as part of the University's Emergency Preparedness Plan (Fire, SDS, Earthquake).
- Performs duties related to the requirements and qualifications of the job.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- Working knowledge of the building, parking lots and areas patrolled and of the rules and regulations pertaining to admission and exit.
- Some knowledge of the principles and practices, methods, materials, tools and equipment used in trades, maintenance, construction, nursery, gardening and groundskeeping work.
- Some knowledge of the hazards and of the proper safety precautions of the trade.
- Ability to effectively perform a variety of semi-skilled tasks related to the building trades and general maintenance and construction work.
- Ability to understand and carry out oral and written instructions.
- Ability to perform cleaning tasks of limited variety and complexity.
- Ability to provide a variety of information to the public with courtesy and dispatch.
- Ability to work without direct supervision.
- Ability to perform the duties and requirements of the position alone, in sometimes adverse weather conditions.
- Skill in the use of a variety of hand and power tools.
- Skill in the use and care of nursery and gardening tools and equipment.
- Skill in the use of simple cleaning equipment.

REQUIRED TRAINING AND EXPERIENCE

- Completion of Grade 12.
- One year experience in custodial/maintenance/grounds keeping landscaping work.

REQUIRED LICENCES, CERTIFICATES & REGISTRATIONS

- A valid B.C. Class 5 Driver's Licence