

**SCHOOL DISTRICT No. 79 (Cowichan Valley)**  
**USW JOB DESCRIPTION**

**TITLE:** Maintenance Leadhand  
**DEPARTMENT:** Maintenance Department  
**REPORTS TO:** Manager of Facilities or Designate

**SUMMARY:**

Under the direction of the Manager of Facilities or designate and working in all weather conditions, the Maintenance Lead Hand will assist with day-to-day operations as required and particularly when the Manager of Facilities is unavailable. Leadhands do not have the authority to hire, discipline or discharge other employees.

**DUTIES:**

1. Assists the Operations Department by creating and assigning work orders to the Maintenance Crews using the Computerized Maintenance Management System following proper procedures and protocols;
2. Completes daily Attendance sheets for the Maintenance Crew at the beginning and end of each day, reporting all absences to the Manager of Facilities;
3. Liaises with the Manager of Facilities regarding operation of the Maintenance Department;
4. Assists with long term Operations Department planning as required;
5. Liaises with the Capital Coordinator on the progress of projects and participates in project planning and estimating as required;
6. Provides support to the Operations Department during the absence of the Manager of Facilities;
7. Assists with staff meetings and annual In-Service events as required;
8. Assists with ordering materials and supplies;
9. Provides orientation, training, and mentorship to the Maintenance Department staff on district standards, practices and procedures;
10. Carries a district cell phone for communicating with the Manager of Facilities and the Operations Department staff;
11. Drives a district supplied vehicle;
12. Performs all duties of own trade, as per job descriptions, when required;
13. Delivers inter-office correspondence to Maintenance Department;

14. Ensures buildings and gates are secured and armed at the end of each day;
15. Dispatches Maintenance Crew for daytime emergent calls;
16. May, on occasion, perform other job-related duties as assigned.

**Qualifications:**

- Grade 12 education or academic equivalent
- Valid B.C. Provincial/Interprovincial Tradesperson certificate or relevant education and experience
- Holds a position in the Maintenance Department
- Minimum two years related experience
- Leadership training is an asset
- Valid B.C. Class 5 Driver's License, or higher, and clear driver's abstract
- CSA Standard B335-15, Industrial Lift Truck Operator License (forklift) or willing to be trained

**Competencies:**

- Related experience in a leadership role is an asset
- Intermediate computer skills (Outlook, online databases, MS office 365 and work order software system)
- Ability to interpret, modify (red-line), and build to standard construction documents and specifications
- Physically capable to perform the job duties