

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

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

**SUMMARY:**

Under the direction of the Manager of Facilities or designate, performs storekeeping and repair work in the maintenance yard, warehouse and schools.

**DUTIES:**

1. Performs storekeeping duties for the School District.
2. Performs cartage and post office mail delivery duties as directed.
3. Operates a forklift or other equipment as required.
4. Maintains, cleans and cares for custodial equipment.
5. Repairs furniture and various equipment as required.
6. Cleans and maintain the shop and warehouse including sawdust extractors.
7. Cleans, mops, and puts coveralls in automatic washer and dryer.
8. Responds to emergency cleaning calls including situations involving bodily fluids and broken glass during assigned shift.
9. May, on occasion, perform other job related duties as assigned.

**Qualifications:**

- Grade 12 education or academic equivalent
- Experience in stores and maintenance work
- Forklift certificate or willingness to be trained
- Good interpersonal and communication skills
- Valid B.C. Class 5 Driver's License and clear driver's abstract
- Physically capable to perform the job duties.
- Knowledge in the use and care of tools and equipment common to this work.
- WHIMIS certificate