

**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, 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. Assign work orders to Maintenance Crew when the Manager of Facilities is unavailable
2. Assist with ordering materials
3. Complete Daily Crew Attendance sheets at the beginning and end of the day when Manager of Facilities is unavailable
4. Liaises with the Manager of Facilities regarding Maintenance Department operations
5. Deliver inter-office correspondence to the Crew
6. Ensure buildings and gates are secured and armed at the end of the day
7. Dispatch Crew for daytime emergent calls

Qualifications:

- Grade 12 education or academic equivalent.
- Valid B.C. Provincial/Interprovincial Tradesperson certificate.
- Hold a Trades position within the Maintenance Department.
- Minimum two years related experience at the journeyperson level.
- Physically capable to perform the job duties.
- Valid B.C. Class 5 Driver's License, or higher, and clear driver's abstract