

SCHOOL DISTRICT NO. 35 (LANGLEY)

JOB TITLE: Utility Person

DEPARTMENT: Maintenance

DATE: 96 12

SUMMARY:

Reports to the Tradesperson/Leadhand and performs a variety of tasks related to the maintenance and renovation of buildings and equipment.

DUTIES AND RESPONSIBILITIES:

- Assists tradesmen with duties specific to the building maintenance trades such as carpentry, glazier, painting, electrical, plumbing and HVAC.
- Services fan motors including oiling and changing belts.
- Changes filters on equipment such as furnaces and air conditioning units.
- Boards up broken windows
- Performs utility welding.
- Operates a variety of basic hand and power tools.
- Performs other assigned comparable duties which are within the scope of knowledge, skills and abilities required by this class specification.

REQUIRED QUALIFICATIONS AND EXPERIENCE:

- Completion of Grade 10.
- B.C. Driver's Licence.
- Possession or ability to obtain basic welding certificate.
- Six months experience in the maintenance of buildings, equipment and grounds.
- Knowledge of the materials and methods used in related trades.
- Ability to perform a variety of tasks requiring the use of some independent judgement.
- Good manual dexterity and mechanical aptitude.
- Ability to communicate effectively using courtesy and tact in the routine exchange or provision of information.
- Ability to determine, judge and select appropriate course of action within limits of established methods and procedures.
- Physical ability to perform the required duties.