



**St
Joseph's
School**

St. Joseph's School Job Description: Repair and Maintenance Worker

Under the direction of the Principal and School Council, the Maintenance and Repair Worker will be responsible for the care and maintenance of the interior and exterior of Joseph's School and the Small Hall as well associated land and playground equipment. A more detailed list of typical job duties is available.

Desired Qualifications:

- Completion of the British Columbia Dogwood Program (Grade 12).
- Previous experience in the same or similar field of work or coursework and/or training in the same or similar field of work.
- Valid BC Driver's License
- A lifestyle that complements Catholic teachings.

Remuneration will be on an hourly basis as needed. Busier times would be from June-August for summer projects, with regular maintenance and repairs happening Sept-May. The job is flexible.

Wage for 2024-2025: \$31.13/hour

Starting Date: Ideally September 1, 2024. This position will remain open until filled.

How to apply: please fill in the following online application form, click "other" when selecting the job you are applying for, and submit a resume to: Monique Vanderwart, principal, at mvanderwart@cispg.ca or by phoning 250-847-9414.

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P: 250 847 9414 **E:** stj@cispg.ca **W:** <http://saintjosephsschool.ca/>
M: Box 454, Smithers, BC V0J 2N0 | Wet'suwet'en traditional territory



**St
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Repair and Maintenance: Typical Duties

Under the direction of the Principal and School Council, the Maintenance and Repair Worker will be responsible for the care and maintenance of the interior and exterior of Joseph's School and the Small Hall as well as associated land and playground equipment.

School Maintenance Worker Typical Duties:

- Liaise with the Principal, and/or Staff regarding requirements
- Clean, check, and confirm operational safety on maintenance equipment on a regular basis
- Clear snow and ice from walkways and salt and sand as necessary
- Sweep, blow, and remove general debris and branches from grounds, catchment basins, storm sewer areas, parking lots and sidewalks
- Inspect and repair playground equipment weekly (rake gravel, tighten bolts, etc.)
- Remove and replace furniture when necessary (damaged or for floor cleaning)
- Move / carry boxes, school supplies, paper, etc.
- Perform minor maintenance duties (e.g. unplug toilets and sinks, change lights bulbs and tubes, furniture, painting, etc.)
- Arrange for, accompany and/or assist inspectors and trades people as required
- Operate tractors, pruners, trimmers, blowers, power and hand tools, saws, and other standard maintenance tools
- Landscapes, including cutting grass, cultivating and weeding flower and shrub beds, pruning trees and shrubs, and organizing the fertilizing, aerating and spiking of the field, etc.
- Constructs, alters, installs and repairs buildings, furnishings, equipment and other structures as required
- Performs a variety of carpentry duties related to concrete laying, mill work, and dry walling, as well as organizing higher level duties such as glass replacement as required
- Perform other comparable duties as assigned, which are within the area of knowledge and skills required by the job description

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