

PLEASE POST

The **Eastern Townships School Board** invites applications for the position of

Maintenance Workman Class II¹
Specific project (7-1.21) – Sporadic replacements and support to the flying crew (Western and Eastern sectors)

NATURE OF THE WORK

The principal and customary work of an employee in this class of employment consists in carrying out the maintenance work as well as the preventive and physical upkeep of buildings, grounds, and equipment.

The role also consists in the handling and transportation of goods, furniture and other materials. In general, the employee works according to instructions or under the supervision of a caretaker, night caretaker, foreman, maintenance workman, class I or a qualified workman.

In addition, he or she may be required to perform the characteristic functions of the class of employment of maintenance workman, class III.

NATURE OF THE SPECIFIC POSITION

In order to facilitate the replacement of sporadic absences of maintenance employees, the school Board and the Union have agreed on a specific position that will be assigned particular working conditions. This position is an on-call replacement position, with a guaranteed number of hours (35 per week).

This employee will be on call to replace absent maintenance workers. On days where there will not be replacements, he or she will be assigned in surplus to a school, or will support the flying crew doing duties compatible with the class of employment.

CHARACTERISTIC FUNCTIONS

The employee in this class of employment performs tasks aimed at ensuring the cleanliness of the premises and keeping equipment in good condition. He or she may perform his or her duties alone or with other employees.

As for the cleanliness of the premises, the employee generally carries out tasks, such as sweeping, mopping, washing, stripping and waxing, as needed, floors and steps; washing walls and ceilings, washing and cleaning water fountains, sinks, washbasins, washroom counters, toilets and showers; dusting furniture and surfaces; removing garbage, emptying waste baskets and recycling bins and disposing of them for collection; washing windows, inside and out, as well as blinds; outdoors, removes snow from entrances, steps, sidewalks, playgrounds and roofs; spreads salt and sand, as needed. He or she may be required to clean up the school yard, mow the lawn, rake, pick up and discard dead leaves.

As regards physical and preventive maintenance, he or she replaces light bulbs and fluorescent tubes; fuels or ensures fuelling and operation of pilot lights of heating apparatus; he or she reports any breakdown detected when performing such work; he or she cleans air supply and return grills and diffusers; he or she carries out any type of minor repair work. He or she may help qualified workmen by handling heavy objects and materials,

holding parts in place, cleaning and providing the required tools as well as cleaning the premises where the work is carried out. He or she may also erect and dismantle scaffolding.

He or she uses, stores and disposes of various products required in carrying out his or her duties in a safe manner, while respecting standards.

As part of his or her duties, the employee may also move furniture; handle, transport and store goods and materials; operate the equipment required to carry out the work. He or she prepares rooms and halls according to the arrangements requested.

He or she may work as a serviceman in a garage.

If need be, he or she performs any other related duty.

REQUIRED QUALIFICATIONS

- Basic knowledge of equipment and minor repair work
- Basic knowledge of cleaning techniques
- Able to work physically
- Previous experience would be considered an asset
- Autonomy and flexibility
- Own a vehicle and possess a valid Driver's licence
- Functional in English and French

¹This new class of employment replaces the class of employment of "maintenance workman, class II" (assistant caretaker, labourer) found in the Classification Plan (February 1, 2006 edition).

SUPERVISOR: Superintendent, Buildings and grounds
SCHEDULE: 35 hours per week
SALARY: \$19.37/hr.
STARTING DATE: As soon as possible (and projected to August 2021, with possible extension)
DESIGNATED PLACE: The person will work across the ETSB territory.

This specific project is subject to particular working conditions, notably with regards to the schedule. Candidates will be informed of all conditions before the position is confirmed.

Please send your application in writing with a current Curriculum Vitae **by October 23, 2020** to:

hr@etsb.qc.ca

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Equal opportunity for all

