

PLEASE POST

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

Maintenance Workman Class II¹ Drummondville Elementary School

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.

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.

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: School Principal
SCHEDULE: 38.75 hours per week (3 days/week at Drummondville Elementary School and 2 days/week support to other schools
SALARY: \$21.27/hr.
STARTING DATE: As soon as possible

Please send your application in writing with a current Curriculum Vitae to:

hr@etsb.qc.ca

Human Resources Department
Eastern Townships School Board
340, Saint-Jean-Bosco Magog, QC J1X 1K9
Fax: 819-868-3821

Equal opportunity for all