



External Support Staff Vacancy

PLUMBER

Posting #:	C1819/161	Location:	Maintenance
Hours per week:	40 hrs	Status:	Temporary
Start Date:	ASAP	End Date:	April 18, 2019
Pay Rate:	\$28.27 hourly	Deadline for applications:	Posted until filled

District Overview

Driven by our desire to help students thrive in their academic and personal lives, the Saanich School District provides quality educational programs and a safe and nurturing learning environment for the over 7,000 culturally diverse students within its 18 schools. Serving the Saanich Peninsula located just north of Victoria, BC, the district has one of the highest graduation rates in the province and a student body that consistently scores well on annual assessment tests, thanks in large part to the dedication and efforts of our 900 teaching and support staff.

Job Description

Under direction of the Maintenance Supervisor, performs skilled work in accordance with the appropriate designation as specified below involving the maintenance, repair, installation, and construction of structures, fixtures and equipment throughout the school district.

Note: *Vehicle Maintenance position is under the direction of the Transportation Manager.*

Saanich School District has a limited maintenance compliment and it will be required that Trades Maintenance employees perform work in cross-classification assignments as directed.

DUTIES

General

- Plans projects, designs and determines material requirements
- Operates computer based systems
- Reads and interprets drawings and specifications
- Provides estimates and advice on projects and keep records to track costs and orders material and equipment required for projects
- Researches, orders, receives and inventories related supplies and equipment

- Maintains tools and equipment in a safe and serviceable manner
- Operates and is responsible for school district vehicles and power tools
- Reports on work in progress
- Performs emergency call-in maintenance duties outside of assigned hours as required
- Maintains familiarity with Workplace Hazardous Materials Information System (WHMIS)
- Supervises General Maintenance employees on a periodic basis
- Performs work in accordance with applicable codes, acts and standards
- Liaises with employees, contractors, regulatory agencies and other trades as required

** Performs other assigned duties that are within the area of knowledge and skills required by the job description.*

Electrical

- Installs, maintains and repairs electrical services in buildings and equipment including renovations and modifications
- Represents school district at government electrical inspections of sites
- Maintains detailed records of electrical work
- Designs, installs, services and tests network/computer wiring systems and fire alarm systems according to code

Plumbing/Gas

- Installs, maintains and repairs plumbing systems and equipment required to operate those systems such as water mains, sanitary and storm water systems
- Installs, maintains and repairs gas systems and represents school district during government inspections of sites
- Maintains, tests and repairs fire sprinkler systems on a limited basis
- Maintains detailed operating records of fire suppression systems
- Maintains records of sewage treatment plants and performs monthly visual inspections and septic field visual inspections
- Tests and re-certifies backflow devices for preventative maintenance and cross connection threats

HVAC

- Installs, designs, services and balances HVAC equipment and controls including computerized direct digital control (DDC) systems
- Repairs and calibrates electronic controls and thermostats
- Monitors and corrects problems in HVAC systems through DDC systems
- Fabricates and installs sheet metal ductwork
- Responds to emergency situations as required
- Supervises and/or inspects work completed by service contractors

Vehicle Maintenance

- Repairs, rebuilds and services vehicles and equipment in a safe manner
- Maintains up to date vehicle records on buses, trucks and vans
- Schedules maintenance on vehicles and does vehicle inspections in accordance with CVSE and NSC requirements
- Maintains inspection facility licensing standards and requirements as outlined by CVSE and NSC

- Implements preventative maintenance programs and vehicle inspections according to CVSE and NSC requirements
- Maintains vehicle maintenance facilities including machinery, tools and equipment
- Ensures compliance with WHMIS regulations with regard to labelling, handling, storage and disposal of hazardous supplies
- Performs limited emergency relief bus driving duties as required
- Operates welding and oxygen-acetylene equipment, hoists, stands and floor jacks
- Takes and relays messages and responds to inquiries

QUALIFICATIONS

- Grade 12
- Relevant trades ticket
- Valid B.C. Class 5 Driver's License (Vehicle Maintenance requires Class 2 with air brake endorsement)
- Four years' experience in related trade
- Thorough knowledge of applicable codes and regulations (e.g. Motor Vehicle Act, CVSE and NSE requirements, Building, Electrical, Plumbing Codes and WCB, WHMIS regulations, etc.)
- Valid licence(s) or ticket(s) required for trades designation (e.g. Gas Ticket, Oil Burner certification, Contractor's Licence, Vehicle Inspector Card, etc.)
- Knowledge of computer hardware and software

** Or equivalent combination of training and experience.*

DESIRABLE SKILLS

- Demonstrated effective, interpersonal and communication skills

To Apply

To apply please send your application to hr_cupe@saanichschools.ca. We thank all applicants for their interest, however, only shortlisted applicants will be contacted.