

## **SCHOOL DISTRICT #22 (Vernon)**

### **JOB DESCRIPTION**

**Position: Trades Helper**

**Job No: 346**

**POSITION SUMMARY:** Under the supervision of the Supervisor of Maintenance Services, or designate, assist all trades and includes safe operation of school district vehicles, tools and equipment.

#### **POSITION DUTIES AND RESPONSIBILITIES:**

Work alone, or assist all tradesmen as required

Operate grounds equipment, including forklift, as required

Use portable power tools and hand tools as necessary

Perform general labour type duties and general maintenance and minor repairs

Deliver equipment and supplies

#### **REQUIRED EDUCATION AND EXPERIENCE:**

- Grade 10
- Must possess and maintain a valid and appropriate BC drivers license
- One year previous successful related experience

#### **KNOWLEDGE, ABILITIES AND SKILLS:**

- Must be physically fit to perform heavy manual outdoor tasks in all weather
- Must be able to understand and effectively carry out oral and written instructions
- Must have the ability to work alone and, as the need arises, assist other Tradesmen
- Must demonstrate good knowledge and be capable of using portable power tools and hand tools
- Must possess a good understanding of construction practices including safety on the job
- Ability to perform general labour type duties and general maintenance and minor repairs
- Must have the ability to develop and maintain a good rapport with the district staff, students and the public

The above job description reflects the principle functions of the job. Other comparable or transient duties which are within the areas of knowledge and skills required by the job description may also be assigned.

Approved and authorized by the Secretary-Treasurer or designate:

Signature: 

Date: June 11, 2010