



**Our Motto** Students Come First  
**Our Mission** Building Strong Foundations to Create Bright Futures  
**Our Values** Belonging, Respect, Responsibility, Learning, Nurturing and Perseverance  
**Our Vision** Learning Without Limits...Achievement For All

## Facility Technician

<b>Portfolio:</b>	Facilities
<b>Reports Directly to:</b>	Facilities Coordinator
<b>Reports Indirectly to:</b>	Facilities Manager
<b>Direct Reports:</b>	0
<b>Department/Location:</b>	Facilities/Good Spirit Education Complex – Yorkton, SK
<b>Salary Range:</b>	Facility Technician Grid – 5 steps
<b>Last Updated:</b>	January 18, 2022

### Position Profile:

- The Facilities Technician is responsible for performing maintenance tasks in all division facilities to ensure a safe and efficient environment and improve student outcomes through well maintained facilities.

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### Duties & Responsibilities

The Facility Technician shall perform such duties and responsibilities as may be assigned including but not limited to the following:

- Repair and maintenance of school division facilities as directed by the Facilities Coordinator. Tasks may include but are not limited to:
  - Hardware repairs and maintenance
  - New construction, carpentry renovations, carpentry repair
  - Drywall preparation and painting
  - Playground equipment repair
  - Minor plumbing repairs
  - Interior and exterior building repairs and maintenance
  - Maintenance of HVAC equipment
- Assist in maintaining a preventative maintenance program for assigned facilities.
- Review and recommend maintenance repairs and upgrades to Facilities Coordinator.
- Help maintain and control adequate inventory of maintenance supplies and tools.
- Assist with emergencies which may include emergency callouts to perform repairs and/or re-secure the buildings.

- Promote safe work practices in accordance with Occupational Health and Safety, Board of Education Policy and directives by supervisors.
  - Performs other duties and obligations as assigned by the Facilities Manager or Facilities Coordinator.
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### **Education and/or Experience**

- Minimum of Grade 12 or equivalent
  - A combination of experience and education related to building maintenance or facilities operation.
  - Journeyperson status in a building related trade or Power Engineering Certification at Class Four or higher is considered an asset.
  - Level I and II Occupational Health & Safety
  - Workplace Hazardous Materials Information System Certification
  - Saskatchewan Construction Safety Association – Fall Protection Awareness
  - A valid driver's license
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### **Knowledge, Skills and Abilities**

- **Quality & Organization of Work**  
Demonstrated ability to pay attention to detail and ensure work is consistently completed and accurate within expected timeframes.
- **Adaptability & Flexibility**  
A Facilities Technician must demonstrate their ability to prioritize multiple demands and effectively manage time while being responsive to changing priorities.
- **Communication**  
A Facilities Technician must have good interpersonal and communication skills and be able to communicate professionally with school administration, staff, and contractors. Appropriate communication with students is required.
- **Job Knowledge**
  - Knowledge of building systems, trades and materials including electrical, plumbing, HVAC, carpentry, painting, flooring and grounds. Maintaining awareness of technical developments and advances in practices, equipment, supplies and materials.
  - Knowledge of policies, practices and procedures governing construction, renovations and maintenance of facilities.
  - Knowledge of computer software including Asset Planner, MS Office, email and related programs.
  - Be knowledgeable and supportive of applicable Board of Education and Division policies and procedures.
  - Be willing to engage in lifelong learning with respect to training, in-services, and courses of study.

- **Cooperation & Teamwork**

A Facilities Technician must work collaboratively with and under the supervision of the Facilities Coordinator and with other maintenance staff on a daily basis. Must have the ability to be a team player and work independently with minimal supervision.

- **Attitude**

A Facilities Technician must present a positive and professional attitude towards others, their work, and the division and conduct oneself in a manner appropriate to an educational institute that provides services to children.

- **Physical Requirements**

Employees must be physically fit and able to handle various tasks involving lifting, bending, twisting, turning and climbing. Ability to do heavy load work which includes:

- o Exerting up to 100 lbs of force occasionally (lifting and/or carrying)
- o Exerting up to 50 lbs of force frequently
- o Exerting up to 20 lbs of force constantly to move objects

Employees will be expected to work in a variety of climates and conditions which may include (but not limited to) extreme cold and heat, dust, vapors, fumes, or confined spaces.

- **Confidentiality**

At no time should a Facility Technician discuss in public, information pertaining to employees, students or the operation of the division. A Facility Technician is expected to respect the confidential nature of their position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the school or the school division. Breaching confidentiality is a serious violation of acceptable conduct and *The Local Authority Freedom of Information and Protection of Privacy Act*.