

**SCHOOL DISTRICT NO. 63
(SAANICH)**

JOB DESCRIPTION

CLASSIFICATION

Facilities

POSITION

Maintenance Technician

SUMMARY

Under limited direction of the Maintenance Supervisor or Trades Maintenance, employee performs work involving the maintenance and repair of ventilation and equipment throughout the school district, which includes working in ceiling spaces, large air handling units, mechanical rooms, rooftops and concealed spaces.

DUTIES

- Performs preventative maintenance on Heating Ventilation and Air Conditioning (HVAC) systems including filter changes, replacement of v-belts, bearings and pulleys, supply fans or return fan motors, exhaust fan motors, lubrication of motors, fans, bearings and pumps, oiling compressors, maintaining water filters, cleaning air ducts and ensuring glycol in some hydronic systems
- Assists Trades Maintenance employees as assigned including glazing, plumbing, electrical and maintaining and inspecting fire extinguishers
- Wires voltage motors under electrician's supervision
- Performs utility welding and fabrication
- Maintains all dust collection systems
- Orders and receives related supplies and equipment and maintains inventory
- Maintains outer air grills or vents, roof drains, mushroom fans
- Reports hazards while in ceilings, crawlspaces, mechanical rooms or on rooftops
- Sets time clocks and thermostats
- Reads and interprets drawings and specifications
- Operates and is responsible for school district vehicles and power tools
- Inspects and cleans heating and ventilation coils inside ductwork
- Designs, builds and installs sheet metal housing, shrouds and curbs
- Monitors and corrects problems in HVAC systems through DDC systems
- Researches, orders, receives and inventories related supplies and equipment
- Prepare and requests quotes from suppliers and contractors
- Liaises with employees, contractors, regulatory agencies and other trades as required
- Removes snow with machinery, or by hand-shoveling
- Uses digital technology; including email, online databases and facilities management software used by School District #63
- Performs other duties consistent up to the level of the assigned role.

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

QUALIFICATIONS

- Grade 12
- NFPA 10 Fire Extinguisher Service Technician training and certification through ASTTBC
- Trades related courses (e.g. Plumbing, Sheet Metal, Welding "C" Ticket)
- Two years related experience

- Valid B.C. Class 5 Driver's License
- Working knowledge of WHMIS and WCB regulations
- Fall protection and confined spaces training
- Demonstrated effective interpersonal and communication skills
- Thorough and current knowledge of the standards, practices and regulations, tools and equipment required for the job

* Or equivalent combination of training and experience

Working Conditions

- Sufficient sight and hearing to perform related job duties
- Able to lift and carry supplies and equipment required to perform his/her duties in accordance with the WorkSafeBC Occupational Health and Safety Regulation
- Able to perform related physical and mental activities
- Able to work in a highly active physical environment
- Able to work in adverse weather conditions

DATE

June 2023