

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

**JOB DESCRIPTION**

**CLASSIFICATION**

Facilities

**POSITION**

Labourer

**SUMMARY**

Under the direct supervision of the Grounds or Maintenance Supervisor or designate, moves and stacks materials, performs cartage of furnishings and equipment and performs general duties related to the maintenance and operations of school buildings, fields and other natural areas.

**DUTIES**

- Maintains lawns, gardens and natural areas by grass cutting, weed-eating, leaf-blowing, watering and litter picking.
- Conducts pre-trip inspections of vehicle or trailer, securing chains and hitch, and performs necessary inspections of small equipment and performs simple maintenance as required. Reports major maintenance and servicing requirements to the supervisor.
- Operates school district vehicles, trailers and a variety of other equipment in a safe manner. (eg. mowers, line trimmers, backpack leaf blowers and hedgers, etc.)
- Loads and unloads vehicles, sorts and stacks materials, supplies or equipment; transports same.
- Moves furnishings, equipment, power tools or related materials.
- Cleans and clears the construction work area of debris and disposes of refuse.
- Assists Trades Maintenance workers in the installation or demolition of structures or fixtures and/or disposal of building refuse.
- Carries and erects ladders or scaffolding.

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

**QUALIFICATIONS**

- Grade 10
- Six months related experience (e.g. construction labourer, cartage mover, general landscaping and grounds maintenance practices)
- Valid Class 5 B.C. Driver's license
- Working knowledge of lifting techniques and ergonomics
- Working knowledge of WorkSafe BC regulations
- Demonstrated ability to safely load and unload a district trailer

*\* Or an equivalent combination of training and experience.*

**DATE**

April 2024

February 2003