



Utility Person - Industrial Education Equipment

[Position Description](#) | [Qualifications](#)

POSITION DESCRIPTION

Responsible to the appropriate Manager and the assigned foreman within the Facilities Department, the Utility Person - Industrial Education Equipment is responsible for inspecting, maintaining and minor repairs related to all equipment used in the delivery of educational programs throughout the Greater Victoria School District.

UTP-IE – 1

Maintains and repairs Industrial Education power tools and equipment such as overhead doors, gym equipment, retractable basketball hoop apparatus, dust extractor systems, etc.

UTP-IE – 2

Works independently and, when required, travels from job site to job site using a School Board owned vehicle for transporting workers, supplies, materials, tools and or equipment to the job site.

UTP-IE – 3

Ensures the district's fire extinguisher inventory remains current by coordinating the inspection and replacement of all fire extinguisher equipment in schools, district facilities and vehicles with the district's fire suppression contractor.

UTP-IE – 4

Inspects, maintains and repairs retractable gymnasium bleacher systems, theatre seating, stage curtain systems and equipment.

UTP-IE – 5

Ensures a preventative maintenance routine is active for all District equipment as assigned. Troubleshoots and performs corrective action or minor repairs as required.

UTP-IE – 6

Operates and maintains hand and power tools necessary to carry out the above noted duties.

UTP-IE – 7

Reports promptly to the appropriate foreman or supervisor any mechanical failures or damage to district-owned vehicles, equipment and tools.

UTP-IE– 8

Performs duties in compliance with all safety regulations.

UTP-IE– 9

Performs other duties consistent up to the level of the assigned role.

QUALIFICATIONS

EDUCATION	<p><i>TECHNICAL REQUIREMENTS</i></p> <p>Grade 12 certificate or an equivalent combination of education, training and experience.</p> <p>Valid Class 5 British Columbia Driver’s License.</p> <p>Training and/or experience related to the above noted tasks.</p>
EXPERIENCE	<p><i>TECHNICAL REQUIREMENTS</i></p> <p>Must have a minimum of three (3) years demonstrated work experience in a related field.</p>
KNOWLEDGE	<p><i>THE CANDIDATE MUST POSSESS A DEMONSTRATED KNOWLEDGE OF:</i></p> <p>The standards, practices, methods, materials, tools and equipment used for the construction, repair and maintenance of buildings, grounds or equipment in his/her area of expertise.</p> <p>Job related safety regulations and techniques as outlined in the WorkSafeBC regulations.</p> <p>Digital technology; including email, online databases and facilities management software used by School District #61.</p>
SKILLS AND ABILITIES	<p><i>THE CANDIDATE MUST POSSESS A DEMONSTRATED ABILITY TO:</i></p> <p>Maintain a cooperative working relationship with other workers, administrators, supervisors, teaching staff, students and the public.</p> <p>Adapt to changing circumstances and the flexibility to adapt plans and schedules to meet these circumstances.</p>

	<p>Demonstrated ability to read and interpret engineered drawings, blueprints, maintenance instructions and procedure manuals.</p> <p>Understand and carry out written and oral instructions.</p> <p>Mechanically inclined hands on knowledge and experience with shop equipment, motors, dust extraction systems, pulleys and similar equipment.</p> <p>Perform duties in compliance with safety regulations.</p>
<p>WORKING CONDITIONS</p>	<p><i>OCCUPATIONAL REQUIREMENTS</i></p> <p>Sufficient sight and hearing to perform related job duties.</p> <p>Able to lift and carry up to 20 kg of supplies and equipment required to perform his/her duties in accordance with the WorkSafeBC regulations.</p> <p>Able to perform related physical and mental activities.</p> <p>Able to work in a highly active physical environment.</p> <p>Able to work in adverse weather conditions.</p>

October 2018