SCHOOL DISTRICT NO. 62 (SOOKE)

TITLE: GROUNDS MAINTENANCE II

QUALIFICATIONS:

- 1. Completion of grade twelve.
- 2. A valid Class 5 BC driver's licence with the ability to operate a standard transmission.
- 3. Ability to obtain Canadian Playground Inspectors Certificate.
- 4. Ability to obtain BC Pesticide Applicators Certificate.
- 5. Specialized relevant training courses (Backhoe Safety Training, Forklift Safety Training).
- 6. Over two years experience in grounds maintenance and construction.
- 7. Ability to operate grounds construction equipment including front end loader, backhoe, skid steer, trencher, etc.
- 8. Basic computer skills, e.g. First Class.
- 9. Thorough knowledge of the operation of hand and power tools and grounds maintenance equipment.
- 10. Excellent health, sufficient strength, dexterity and versatility to perform a wide variety of routine manual and extremely physical tasks.
- 11. Able to get along well with all members of the school district staff and the general public.
- 12. Demonstrated ability to work without direct supervision and able to communicate well with other staff.
- 13. Able to work well outdoors under all adverse weather conditions.
- 14. Able to read and interpret drawings and specifications.
- **<u>RESPONSIBLE TO</u>**: Director of Facilities or his designate.
- **<u>SUPERVISES</u>**: As assigned.
- **JOB GOAL:** To perform semi-skilled or skilled tasks under minimum supervision in assisting with the upkeep of the district grounds.

PERFORMANCE RESPONSIBILITIES:

- 1. Performs semi-skilled or skilled tasks relating to grounds as directed.
- 2. Extremely cognizant at all times of the safety of others, especially school children, on and off the school properties.
- 3. Drives and operates all vehicles and machinery used by Grounds Maintenance in the performance of ensuring the district grounds are kept up to the high standards expected. Knowledge in the use and operation of large and small tractors, attachments, backhoe, forklift, trailers is essential.
- 4. Installs and maintains playfield and playground components such as fences, gates, goal posts, basketball hoops and playground equipment/site amenities.
- 5. Forms, places and finishes concrete on small projects.

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- 6. Orders materials as needed.
- 7. May be required to train other employees in the operation of specific equipment as directed.
- 8. Checks vehicles as required and reports any necessary repairs to the Transportation Supervisor.
- 9. Operates all minor and heavy duty power tools (chainsaws, power auger, heavy duty drills, jackhammers, chippers and tamper) which are used on a regular basis.
- 10. Maintains school district plant and vehicles as required.
- 11. Able to read and follow out directions from blueprints and plans.
- 12. Performs other duties as required.

<u>TERMS OF EMPLOYMENT</u>: Twelve months a year or as otherwise posted.

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EVALUATION

DATE: December 11, 2013			JOB TITLE: Grounds Maintenance II	
	Factor	Degree	Points	Substantiating Data
1.	Knowledge	3	45	Completion of Grade 12 plus an additional vocational programme of up to six months.
2.	Experience	5	75	Over two years, up to an including three years.
3	Judgement	3	30	The job requires adapting established methods or procedures. Work involves a choice of methods or procedures.
4.	Concentration	3	30	Almost continuous periods of short duration; OR Frequent periods of intermediate duration; OR Occasional periods of long duration.
5.	Physical Effort	5	30	Heavy activity of long duration.
6.	Dexterity	3	18	Job requires tasks that demand coordination of coarse movements, where speed is a major consideration; OR Coordination of coarse and fine movements, where speed is a moderate consideration; OR Coordination of fine movements, where speed is a minor consideration.
7.	Accountability	2	20	Actions could result in minor loss of time or resources and may affect the work of others.
8.	Safety of Others	3	24	Considerable degree of care required to prevent injury or harm to others.
10.	Interpersonal Skills	2	20	Courtesy and tact required in explaining, exchanging data or information.
11.	Disagreeable Conditions	4	40	Minor conditions of almost continuous exposure; OR Major conditions of frequent exposure.
	TOTAL POINTS		332	
			<u>APPRC</u>	<u>)VED</u>
On behalf of C.U.P.E., Local 459		<u>On b</u>	ehalf of School District No. 62 (Sooke)	
Date	Signed:		Date	Signed: