

## STRUCTURAL REPAIRER – FACILITY SERVICES



**Position/Title:** Structural Repairer **Dept./School:** Facility Services

**Pay Grade:** PG 406

**Reports to:** Structural Foreman **Date:** April 21, 2016

**Incumbent:** \_\_\_\_\_ **Supervisor:** Scott Wiseman

### Function and Purpose of Position

Under the supervision of the structural foreman the structural repairman is responsible for the daily execution of the routine in house maintenance program by organizing, scheduling, carrying out and monitoring the completion of the work in his/her assigned facility. The structural repairman is responsible for all routine in house maintenance.

<b>Activity A:</b>	<b><u>55</u> %</b>
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Responsible for carrying out Routine in House Program in schools, performs basic interior and exterior carpentry tasks with skill and in accordance with standard practices, draws material required for daily tasks, coordinates and schedules daily tasks with building occupants for optimum efficiency and minimum disruption in the schools.

<b>Activity B:</b>	<b><u>15</u> %</b>
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Carries out inspections on building interior and exterior systems and roof systems, identifies problems, either repairs or reports problems to foreman, provides detailed information and makes recommendations with regard to problem resolution.

<b>Activity C:</b>	<b><u>20</u> %</b>
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Works with and assists other tradesmen and contractors with major maintenance work and projects.

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### Activity D:

5 %

Prepares and/or completes administrative documentation with timekeeping, work order system, and material and special equipment requests.

### Activity E:

5 %

Carries out the duties of stand by and after hours call out tradesman as required. Other duties assigned by Structural Foreman.

## EDUCATION AND EXPERIENCE

- a) Education:
- i) Minimum grade 12 education.
  - ii) Some additional technical training in carpentry and related trade.
  - iii) Possession of a valid Power Engineering Certificate would be an asset.
- b) Experience:
- i) Minimum two year's additional experience in structurally oriented maintenance in institutional, commercial or industrial setting
  - ii) Some experience in flooring repairs, tile, carpet and linoleum installation and concrete/masonry work required
  - iii) Some previous experience in roofing repairs required.
  - iv) Ability to operate motor vehicle. Must possess valid Alberta Driver's License and meet the requirements of the Elk Island Public Schools Vehicle and Equipment Operating Manual

Equivalencies will be considered.

## KNOWLEDGE, SKILLS AND ATTITUDES

- General working knowledge of building codes and various other fire and safety codes and regulations and occupational hazards.

## **STRUCTURAL REPAIRER – FACILITY SERVICES**

- Good knowledge of characteristics and proper use of building materials, methods and techniques used in the carpentry field.
- Knowledge of and some previous experience in masonry tools, equipment, materials, installation and maintenance practices.
- Knowledge of linoleum, tile and carpet installations.
- Knowledge of various types of window installations and glazing such as sealed units, GPW, float glass etc.
- Knowledge of different types of door and window hardware and locksets.
- Considerable knowledge in care and use of hand and power tools and shop equipment used in carpentry and associated trades.
- Good knowledge of roof systems such as built up, inverted, and shingle roofs etc. Must be able to inspect and track inspection program to assist in preparing the major roof repair program.
- Ability to work with little or no supervision.
- Ability to work from oral and written instructions, prints, and sketches.
- Ability to identify, interpret and correct both minor and major deficiencies and faults. Must be able to provide accurate measurements, part and model numbers, paint colours etc. for the purpose of acquiring replacement parts and materials.
- Ability to work effectively with other trades and groups within Elk Island Public Schools.
- Ability to plan and schedule daily work effectively to ensure all assigned tasks are carried out efficiently without causing unnecessary disruption to school operations.
- Ability to communicate clearly and effectively with other staff such as principals, school staff and custodians to ensure defaults and repairs are fully understood and effectively dealt with.

### **DECISION MAKING**

Ability to apply knowledge of principles, guidelines, concepts, and procedures.

(Job Template - January 27, 2004)

## STRUCTURAL REPAIRER – FACILITY SERVICES

### WORKING WITH OTHERS

Contacts:

- Employees in the same department/school.
- Employees in another department/school.

Purpose of Contact:

- Exchange of factual or everyday information
- Explanation of information or ideas
- Discussion of problems with a view to obtaining consent or cooperation

### PHYSICAL DEMANDS

- Intense concentration (visual, listening, mental).
- Some lifting, carrying, climbing and standing.
- Other heavy physical effort.
- Physical effort to climb stairs, ladders, and access awkward places plus personal protective equipment, when needed.

### WORKING CONDITIONS

- Confined plenums and crawl spaces.
- Working at heights – ladder, roof, manlifts, etc.
- Driving company vehicle to and from job sites.

### ADDITIONAL INFORMATION

Must possess a valid Alberta's Driver's License and meet the requirements of the Elk Island Public Schools Vehicle and Equipment Operating Manual.