

**MAINTENANCE HELPER-S.W.G.C.****NATURE OF WORK**

This is semi-skilled manual work in the care, maintenance, and repair of Sir Wilfred Grenfell College facilities, buildings, and equipment.

The employee of this class performs semi-skilled work including the least skilled duties of various trades. Work also involves the performance of a variety of maintenance and repair tasks of a utility nature. Work requires a general mechanical ability and aptitude rather than a high degree of skill in any particular trade. Work is received in the form of oral or written work orders and usually performed under the general supervision of a technical supervisor. Work is reviewed through observation of results obtained and absence or presence of complaints.

**ILLUSTRATIVE EXAMPLES OF WORK**

Installs light switches, plug-ins and light fixtures; changes light bulbs and stove elements; repairs electrical appliances; refers other electrical problems to electrician; assists electrician, as requested.

Repairs or replaces taps, valves, traps, toilets, urinals and other plumbing fixtures; provides information regarding College plumbing to outside contractors; provides assistance to contractors, as requested.

Installs and repairs flooring; repairs chairs and bed\desk drawers; installs window glass and base boards; repairs walls by plastering and painting; hangs paintings, display cases and bulletin boards; assists carpenters, as requested.

Installs, replaces, maintains or repairs a variety of locks; replaces lock cylinders and window closures; cuts keys, as required.

Performs maintenance tasks in the upkeep and operation of swimming pool equipment; backwashes filters; tests pool water for chlorine and PH and adds chemicals, as required; operates dectron unit and adjusts water temperature, as required.

Maintains the College vehicles; ensures that routine maintenance for summer and winter driving is performed; repairs routine problems; transports vehicles to service suppliers; transports passengers, as requested.

Ensures that maintenance areas are maintained in a clean and respectable condition; cleans, oils, and stores shop tools and equipment.

Operates motor vehicle to obtain supplies and materials from suppliers as well as deliver vehicles for repair and maintenance.

Performs related work as required.

### **REQUIREMENTS OF WORK**

Experience in performing varied maintenance and repair tasks; graduation from high school supplemented by training in basic level repair and maintenance; or any equivalent combination of experience and training which provides the following knowledge, abilities, and skills:

Knowledge of the tools, materials, methods, and practices used in general maintenance and repair work.

Some knowledge of the occupational hazards and safety precautions in maintenance work.

Ability to use and maintain the tools and equipment of several trades in a safe and efficient manner.

Ability to understand and follow oral and written instructions.

Ability to perform tasks requiring mechanical aptitude.

Ability to operate a motor vehicle.

Ability to meet and deal with people in a pleasant and courteous manner.

Possession of a valid Province of Newfoundland and Labrador driver's license.

Physical strength to perform heavy manual tasks.

**1143**

**1997.07.11**

**Confirmed: 2004.01.05**