



GENERAL MAINTENANCE – GUELPH – 22CUPE44

The Upper Grand District School Board is situated on the treaty lands of the Mississaugas of the Credit and Saugeen Ojibway Nation, and Six Nations of the Grand River within The Haldimand Tract.

The UGDSB is committed to disrupting systemic racism and oppression in all of its forms. We are committed to building a diverse staff that is reflective of and adds value to the community and students we serve. We actively encourage applications from members of groups who have historically and/or currently experience marginalization and/or barriers to equity, including, but not limited to:

- First Nations, Inuit, and Métis peoples, and all other Indigenous peoples
- Persons of marginalized sexual orientations, gender identities, and gender expressions
- Members of groups that commonly experience discrimination based on race, ancestry, ethnicity, colour, religion and/or spiritual beliefs, or place of origin
- Persons with visible and/or invisible disabilities

We seek applicants with a wide range of abilities and we provide an accessible candidate experience. If you need accommodation during the application or interview process, please contact Employee Health and Wellness at wellness@ugdsb.on.ca

At UGDSB, we recognize that many of the identities listed above do not exist in a single form and are often intersecting with multiple identities, which can be complex and create unique experiences for applicants. We value the contributions that each person brings, and are committed to creating and maintaining an environment where everyone can participate fully, thrive, and reach their full potential.

The Upper Grand District School Board invites qualified applicants for this **full time, permanent position**.

LOCATION: Assignments to all schools/locations maintained by the UGDSB. Responsible for Guelph family of schools

SALARY: \$22.27 per hour (probationary rate)
Permanent rate after a successful probationary period: \$23.69

HOURS: 40 hours per week; Monday through Friday

START DATE: Approximate start date Wednesday, June 1st, 2022

RESPONSIBILITIES:

Where qualified, and as directed by authorized management personnel, the General Maintenance employee will perform maintenance functions including but not limited to:

- Exterior site maintenance including fence and gate repairs, track and diamond grooming, snow removal, graffiti removal, tree pruning and removal, supply and installation of mulch, sand, topsoil, etc
- Cleaning of HVAC systems; oiling and greasing of equipment
- Light maintenance duties as Board facilities require
- Safely and effectively operate and maintain various equipment, vehicles, trailers, small engines, man lifts, hand and grounds tools
- Site maintenance upkeep (e.g. removal of debris, glass, etc.)
- Touch-up painting projects
- Assist with classroom moves; furniture moving
- Cleaning of roof drains
- Assist Caretaking staff with filter changes/ordering
- Delivery of tables/chairs/risers
- Assist tradesperson as assigned
- Maintain Board tools in good repair

- Perform scheduled preventative maintenance on various equipment
- Comply with all requirements of the OHSA, Electrical Code, Fire Code, Ontario Building Code, WHMIS, Transport of Dangerous Goods, Working at Heights, and Board policies
- Other duties as assigned

QUALIFICATIONS:

- O.S.S.D. or equivalent
- Must hold a valid Ontario drivers 'D' license.
- Skills/knowledge of all phases of general building, equipment, and grounds maintenance
- Experience in general mechanical, preventative and maintenance repairs
- Basic carpentry skills
- Ability to maintain a work schedule with minimum supervision
- Excellent interpersonal, oral, and written communication skills
- Passion for a positive customer service experience with staff, students, and the public
- Willingness and demonstrated ability to perform all requirements of the position
- Current Ontario driver's license with an acceptable driver's abstract and access to a reliable vehicle
- Demonstrated knowledge of health and safety regulations as well as the WHMIS program
- Ability to prioritize tasks and continually assess risks

PREFERRED SKILLS:

- Familiarity with a computerized work order system
- Basic computer skills (Word and Excel)

HOW TO APPLY:

Qualified candidates are invited to apply using one of the methods below; please include work-related references and supporting educational and/or training documentation; specify '**Job Code: 22CUPE44**' in the subject line, **no later than 4:00pm on Tuesday, May 24, 2022**

Mail:

HR - Upper Grand District School Board,
Attn: Human Resources, Recruitment
500 Victoria Road North, Guelph, ON, N1E 6K2

Email:

cupe.jobs@ugdsb.on.ca
(PDF format preferred)

Accommodations are available during all phases of the recruitment process. Applicants must make their needs known in advance to the Manager of Wellness and Employee Health.

Successful external candidates will be required to provide an original Criminal Record Check, including a Vulnerable Sector Screening, prior to the commencement of employment. Please note that the CRC must be dated within 6 months of the date of acceptance of employment.

While we thank all applicants for their interest, we wish to advise that only those selected for an interview will be contacted.

... Equal Opportunity Employer ...

May 6, 2022