**Title of Position:**  Maintenance Worker – Grounds

**Division/Department:**  Facilities (Frost)

**Job Duties**

* manual labour including raking and leveling ground; shovelling snow
* assisting in seeding and sodding of newly graded areas
* helping with preparation of flower beds
* filling potholes with asphalt
* organizing resources in outer buildings
* replace filters and belts on the HVAC
* performing checks on inventory, quality assurance checks on classrooms
* seasonal planting and transplanting of annuals and shrubs
* pruning trees and shrubs; mowing and trimming grass around trees and floral beds; watering
* assisting with brush removal; collecting and piling firewood
* helping with installation of new posts and signs
* signage installation
* transporting resources between buildings and moving furniture
* collecting garbage and separating recycle materials
* moving curbs
* painting internal and external, and other related duties as assigned.

**Qualifications**

* Grade 12 secondary school diploma
* The incumbent will possess some mechanical aptitude to perform a variety of mechanical tasks including use of hand and power tools and equipment related to the job (i.e. shovels, rakes, lawn mowers, grass trimmers);
* Valid Class G drivers licence;
* knowledge of safe working procedures;
* ability to lift, carry, hold, bend and stoop, as well as load and unload materials and equipment;
* ability to lift a minimum of 50 lbs.
* ability to work as an effective team member;
* ability to carry out basic oral and written instructions with minimal supervision;
* good communication and customer service skills to deal effectively with staff and the public;
* ability to work outdoors in fluctuating conditions

**Additional Information ie special equipment or travel**

* safety boots required(eye and ear protection supplied)