**Title of Position:** Maintenance Assistant

**Division/Department:** Haliburton Campus

**Job Duties**

* assist instructors with loading/unloading of supplies and materials
* assist with classroom set-up
* move and transport furniture, supplies and equipment as required
* change and recharge water in painting classes
* remove garbage
* assist with routine maintenance and cleaning tasks as required

**Qualifications**

* Grade 12 secondary school diploma
* 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
* good communication and customer service skills to deal effectively with staff and the public
* maintenance experience considered an asset

**Additional Information ie special equipment or travel**

* Must provide own steel toed shoes/boots (eye and ear protection supplied)