

POSITION DESCRIPTION FORM (PDF)

Casual Part-time Support Staff

Position Title: Maintenance Assistant, Haliburton Campus

Position Number: [Click here to enter text.](#) **Pay Band:** 7

Reports To: Campus Principal/Manager

Appointment Type: Other-details at right. **“Other” Hours Details:** Ongoing, on an as-needed basis

Scheduled Weekly Hours (maximum 24 hours per week): Variable

PDF Completed By (Manager Name): Shelley Schell

Effective Date: May 2019 **Last Revision:** [Click here to enter text.](#)

SIGNATURES

Incumbent: _____ **Date:** _____

(indicates incumbent has read and understood the Position Description Form details)

Supervisor: _____ **Date:** _____

(indicates the supervisor has authorized and assigned the duties & responsibilities in the PDF)

NOTE: Please return the original PDF to HR Operations (Michelle Bozec) as soon as it has been signed. Thank you.

PART ONE:

POSITION SUMMARY

This position will provide maintenance and facilities coverage in peak periods of workload. The incumbent will assist with a variety of general maintenance duties inside and outside Fleming College Haliburton buildings and structures.

PART ONE: *(continued)*

KEY DUTIES & RESPONSIBILITIES

Indicate as clearly as possible the significant duties and responsibilities associated with the position. Indicate the approximate percentage of time for each duty. Keep sentences short, simple and to the point. *TIP: Describe major clusters of functional work rather than detailed individual work routines and procedures.* Do not use allocations of less than 5%.

	Summary Details	Percentage %
1	General cleaning: floors, walls, windows, desks, tables, equipment Garbage and recycling removal from offices, classrooms and studios	50%
2	Moving classroom, studio, and office furniture and equipment Set up classrooms and studios as per specific courses and needs Assist with preparation and set-up for special campus events and public use of facilities Provide customer service and assistance as needed for students, instructors, and campus visitors Ensure buildings and spaces are locked and secure at end of evening shifts	40%
3	Painting: walls, picnic tables, other as needed Assist with basic carpentry tasks	5%
5	Other Duties As Assigned <i>(do not amend this section)</i>	5%

To calculate the relative percentage of time allocated to each cluster of key duties & responsibilities, remember to consider the total amount of hours this part-time position will normally work in a year.

For example:

An RPT position which normally works 24 hours per week for 10 months of the year would have approximately 960 annual hours (24 hrs/wk x 4 wks/month x 10 months). If this position is estimated to spend 5 hours per week completing a cluster of work associated with organizing and maintaining business files, you would allocate 20% to this function calculated as (5 hrs/wk x 4 wks/month x 10 months) divided by 960.

PART TWO:

TRAINING & TECHNICAL SKILLS

Indicate the minimum level of independent studies, formal education, internal and/or external training programs including professional and technical or apprenticeship courses necessary to fulfill the requirements of this position.

Formal Education Requirements:

Completion of secondary school.

Field(s) of Study:

[Click here to enter text.](#)

Other Vocational Certifications and/or Apprenticeships:

[Click here to enter text.](#)

EXPERIENCE

Specify the minimum number of months and/or years of practical experience in any related work necessary to fulfill the requirements of this position.

Practical Work Experience:

More than one year up to three years.

Additional Skills & Abilities:

Ability to lift, carry, hold, bend, and stoop. Ability to load and unload materials and equipment from storage areas and/or vehicles. Ability to lift a minimum of 50 lbs. Must be able to work as an effective team member as well as an individual contributor. Good communication skills are required, both oral and written with the ability to follow instructions and provide effective, timely customer service.