

ELK ISLAND CATHOLIC
SEPARATE SCHOOL DIVISION
POSITION DESCRIPTION

POSITION TITLE	Maintenance Worker I	UNION/ASSOC.	CUPE
DEPARTMENT	Systems Instruction Support	REPORTS TO	Director of Facilities
DATE DRAFTED	2021 - 12 - 21	EFFECTIVE DATE	2021 - 12 - 21

ROLE DESCRIPTION

Under the direction of the Secretary Treasurer and the Director of Facilities, the Maintenance Worker I will act as a courier to all locations within the Division. The Maintenance Worker I will pick up and deliver interoffice mail and other equipment and/or supplies to support the division.

KNOWLEDGE, EDUCATION AND EXPERIENCE

The Maintenance Worker I will possess a valid Alberta Class 5 driver's license with an acceptable driving record. Grade 12 diploma or equivalency is required as well as effective oral and written communication skills. The Maintenance Worker I will work independently using effective time management skills.

DUTIES AND RESPONSIBILITIES

1. Courier between Central Learning Services, Division schools and other locations on a regular basis.
2. Pick up and deliver cleaning supplies, science kits, division drums, mail and learning materials to schools as needed.
3. Ensure division owned vehicle exterior and interior is cleaned regularly.
4. Plan and follow the most efficient and cost-effective routes for delivering items.
5. Perform other duties as assigned.

For Human Resource Services Department Use Only:

Line Management

Date

Brett Cox
Director of Human Resource Services

Date

Trevor Quigley
CUPE Union, Local #1961

Date

Brett Cox

Jan. 5/2022