

PACIFIC RIM SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Carpenter Apprentice
SECTION: Maintenance Assigned to Carpenter Crew
REPORTS TO: Director of Operations
DATE: June 2008

SUMMARY

Reporting to the Director of Operations and working under the general direction of a Working Foreman or Charge Hand or Journeyman Carpenter, performs duties related to the maintenance of School District buildings and property.

DUTIES

1. Perform school district carpentry maintenance under the general direction of a Journeyman Carpenter and subject to the approved procedure of the Safety Branch along with the Apprenticeship Trade Advisory Committee requirements. As qualified performs duties unsupervised.
2. Deliver, erect and dismantle scaffolding.
3. Perform related tasks with all Maintenance Crews.

QUALIFICATIONS

1. Maintain an appropriate BC Drivers license.
2. Ability to understand and carry out verbal and written orders.
3. Have all prerequisites for entering into a Carpenter Apprenticeship as outlined in the Collective Agreement.
4. Ability to demonstrate a mechanical aptitude.
5. Successfully complete each year units and all other requirements of a Carpenter Apprenticeship Program.
6. Ability to care for and maintain related equipment.
7. Physical ability to perform the required duties.

PAY GRADE

The Electrician Apprentice is assigned - 1st year - 60% of Trades Rate; 2nd year - 65% of Trades Rate; 3rd year - 70% of Trades Rate, 4th Year - 80% of Trades Rate.

PACIFIC RIM SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Carpenter
SECTION: Maintenance Assigned to Carpenter Crew
REPORTS TO: Director of Operations
DATE: July 2021

SUMMARY

Reporting to the Director of Operations and working under the general direction of the Working Foreman and/or Charge Hand, performs carpentry duties related to the maintenance of buildings and all other School District property including renovations and modifications. Performs elements of other trades.

DUTIES

1. Maintains and repairs buildings including renovations and modifications; reads blueprints and specifications, plans project layout, estimates material quantities etc.
2. Read and interpret blueprints and project sketches.
3. Prepare, pour and finish concrete forms and slabs; lay concrete block.
4. Constructs and repairs cabinets, shelving units, cupboards, furniture and a variety of office and school furnishings and equipment. Modifies furnishings and equipment for specialty use.
5. Repair windows and flooring as required.
6. Install new drywall and repair existing drywall.
7. Where specifically trained, perform locksmith duties and maintain District master keying system.
8. Loads and unloads vehicles; transports materials and equipment as needed; delivers, erects and dismantles scaffolding.
9. Uses a variety of carpentry tools such as power and manual planes, saws, routers, shapers, drills etc.
10. Remains current with changing technology, practices and equipment.
11. Perform related tasks with Maintenance Crews.

QUALIFICATIONS

1. Journeyman Carpenters ticket
2. May be required to have Locksmith qualifications.
3. Maintain appropriate BC Drivers license.
4. Ability to understand and carry out verbal and written orders.
5. Ability to work independently and as a member of a crew, and to set priorities.
6. Ability to operate and maintain appropriate tools and equipment.
7. Current and thorough knowledge of related standards, practices, regulations, codes and methods including WCB and WHMIS.
8. Physical ability to perform the required duties.

PACIFIC RIM SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Electrician Apprentice
SECTION: Maintenance Assigned to Electrical/Mechanical Crew
REPORTS TO: Operations Manager
DATE: June 2008

SUMMARY

Reporting to the Director of Operations and under the general direction of a Working Foreman or Journeyman Electrician performs duties related to the maintenance of School District buildings and property.

DUTIES

1. Perform electrical installations, repair and maintenance under the general direction of a Journeyman Electrician and subject to the approved procedure of the Electrical Safety Branch of BC along with the Apprenticeship Trade Advisory Committee requirements. As qualified performs duties unsupervised.
2. Deliver, erect and dismantle scaffolding in a safe and effective manner.
3. Perform related tasks with all Maintenance Crews.

QUALIFICATIONS

1. Maintain appropriate BC Drivers license.
2. Ability to understand and carry out verbal and written orders.
3. Have all prerequisites for entering into an Electrician Apprenticeship as outlined in the Collective Agreement.
4. Ability to demonstrate a mechanical aptitude.
5. Successfully complete each year units and all other requirements of an Electrician Apprenticeship Program.
6. Physical ability to perform the required duties.
7. Ability to care for and maintain related equipment.

PAY GRADE

The Electrician Apprentice is assigned - 1st year - 60% of Trades Rate; 2nd year - 65% of Trades Rate; 3rd year - 70% of Trades Rate, 4th Year - 80% of Trades Rate.

PACIFIC RIM SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Electrician
SECTION: Maintenance Assigned to Electrical/Mechanical Crew
REPORTS TO: Director of Operations
DATE: July 2021

SUMMARY

Reporting to the Director of Operations and working under the general direction of the Working Foreman and/or Charge Hand, performs electrical duties related to the maintenance of buildings and all other School District property including renovations and modifications.

DUTIES

1. Assist in the valuation and suitability of all electrical and electronic equipment.
2. Monitor and analyze all electrical and electronic systems for efficiency and performance.
3. Design and install fire and smoke alarm systems including sprinkler-warning systems.
4. Design and install security systems.
5. Read and interpret blueprints and project sketches.
6. Perform fire, smoke and security alarm system checks.
7. Design and install main service lines, switching gear, all distribution switching and branch circuits.
8. Install job specific wiring, splicing and connections as required for computer networking, DDC controls etc.
9. Maintain emergency lighting systems.
10. Maintain both high and low voltage circuits and equipment.
11. May maintain and repair electronic and audiovisual equipment.
12. Install job specific wiring, splicing and connections as required for computer applications.
13. Loads and unloads vehicles; transports materials and equipment as needed; delivers, erects and dismantles scaffolding in a safe and effective manner.
14. Applies safe work practices at all times. Ensures tools, equipment and work areas are safe and clean. Reports unsafe conditions.
15. Remains current with changing technology, practices and equipment.
16. Perform related tasks with all Maintenance Crews.

QUALIFICATIONS

1. Journeyman Electrician Certificate.
2. Maintain appropriate BC Drivers license.
3. Ability to understand and carry out verbal and written orders.
4. Ability to work independently and as a member of a crew, and to set priorities.
5. Ability to operate and maintain appropriate tools and equipment.
6. Current and thorough knowledge of related standards, practices, regulations, codes and methods including WCB and WHMIS.
7. Knowledge of computer applications appropriate with the duties.
8. Physical ability to perform the required duties.

**PACIFIC RIM SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE:	Grounds
SECTION:	Maintenance
REPORTS TO:	Director of Operations
DATE:	July 2025

SUMMARY

Under the direction of the Director of Operations and working under the general direction of the Team Lead of Carpentry, Painting, and Grounds, performs duties related to the maintenance of buildings and grounds.

DUTIES

1. Perform all duties of a Labourer.
2. Operate a variety of vehicles and equipment, including push lawn mowers, riding lawn mowers, power rakes, power hedge trimmers, pressure washer, jackhammers, dump trucks, tractors, backhoe and all other attachments and tools.
3. Assist in the drawing and layout of landscape design and the selection of trees, shrubs and flowers.
4. Assist with the installation of landscape materials e.g. planking, paving, bricks, cement barriers, etc.
5. Maintain grounds and playing fields including duties such as cleaning drains, installing playground equipment and lining of play fields. Cut, trim, weeds, rake, irrigate play fields, grass and planted areas. Dig, weed and prepare flowerbeds and planted areas.
6. Clean roofs, down spouts, clean and/or install catch basins and storm drains.
7. Deliver, erect and dismantle scaffolding.
8. Perform clean up duties in the Maintenance shop, clean work areas offices.
9. Perform minor servicing to all equipment used by the grounds department.
10. Apply pesticides under the Pest Control service license.
11. Perform maintenance-related tasks in conjunction with other maintenance crews.

QUALIFICATIONS

1. Maintain an appropriate BC Drivers License.
2. Ability to understand and carry out verbal and written orders.
3. Ability to care for and service equipment and tools.
4. Physical ability to perform the required duties.
5. Equipment Operator Proficiency Training – In House training provided
6. Chainsaw Operator Proficiency Training – In House training provided
7. Pesticide Applicator Ticket – In House training provided
8. Working from Heights and Fall Arrest Training – In House training provided

PACIFIC RIM SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Heating/Ventilating Technician
LOCATION: Maintenance Assigned to Electrical/Mechanical Crew
REPORTS TO: Director of Operations
DATE: June 2008

SUMMARY

Reporting to the Director of Operations and the general direction of a Working Foreman or Charge Hand performs duties related to the maintenance of School District buildings and property.

DUTIES

1. Evaluate, maintain and repair heating cooling and ventilation equipment and controls to ensure appropriate heating and ventilation levels and efficiency of performance. Equipment includes pneumatic, electric and electronic DDC (direct digital control) systems.
2. Change air filters in all equipment on an established schedule.
3. Carry out work order repairs for the heating and ventilating trade.
4. Maintain a record of all work performed.
5. Maintain tools and related equipment.
6. Deliver, erect and dismantle scaffolding.
7. Read and interpret blueprints, project sketches and maintenance manuals.
8. Perform related tasks with Maintenance Crews.

QUALIFICATIONS

1. A B.C. Trades Qualification that permits the employer to have a minimum of a Class "B" B.C. Gas Ticket; Class "A" is preferred.
2. Fourth Class Steam Engineering Certification.
3. Boiler Electrical Qualification.
4. Maintain appropriate BC Drivers license.
5. Ability to understand and carry out verbal and written orders.
6. Physical ability to perform the required duties.
7. Ability to care for and maintain related equipment.

PAY GRADE

The Heating and Ventilation Technician is assigned to Classification #7, Heating Ventilation Technician.

PACIFIC RIM SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Labourer
SECTION: Maintenance, Assigned to Grounds
REPORTS TO: Director of Operations
DATE: July 2021

SUMMARY

Reporting to the Director of Operations and working under the general direction of the Working Foreman and/or Charge Hand, performs duties related to the maintenance of buildings and grounds.

DUTIES

1. Assist the Groundsperson in all their duties, in the maintenance of buildings and grounds.
2. Operate a variety of small power tools, e.g. weed eater, pressure washer, power saw, blower, water pump, lawn mower, jack hammer, etc.
3. Operate pick up and trailer on public roads.
4. Handle hand tools, e.g. shovel, rake, hoe, etc., in an effective manner.
5. Perform hand labour, e.g. picking rocks, glass, etc.
6. Operate all irrigation equipment.
7. May perform related tasks to other maintenance crews.

QUALIFICATIONS

1. Maintain an appropriate BC Drivers license.
2. Ability to understand and carry out verbal and written orders.
3. Ability to care for and service equipment.
4. Physical ability to perform the required duties.

PACIFIC RIM SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Painter Apprentice
SECTION: Maintenance, Assigned to Paint Crew
REPORTS TO: Director of Operations
DATE: June 2008

SUMMARY

Reporting to the Director of Operations and under the general direction of a Working Foreman or Charge Hand or Journeyman Painter performs duties related to the maintenance of School District buildings and property.

DUTIES

1. Perform painting functions under the general direction of a Journeyman Painter and subject to the approved procedure of the Apprenticeship Trade Advisory Committee requirements. As qualified performs duties unsupervised.
2. Deliver, erect and dismantle scaffolding in a safe and effective manner.
3. Perform related tasks with Maintenance Crews.

QUALIFICATIONS

1. BC Drivers license.
2. Ability to understand and carry out verbal and written orders.
3. Have all prerequisites for entering into a Painter Apprenticeship as outlined in the Collective Agreement.
4. Ability to demonstrate a painting aptitude.
5. Successfully complete each year units and all other requirements of a Painter Apprenticeship Program.
6. Ability to care for and maintain related equipment.
7. Physical ability to perform the required duties.

PAY GRADE

The Painter Apprentice is assigned - 1st year - 60% of Trades Rate; 2nd year - 65% of Trades Rate; 3rd year - 70% of Trades Rate; 4th Year - 80% of Trades Rate.

PACIFIC RIM SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Painter
SECTION: Maintenance, Assigned to Paint Crew
REPORTS TO: Director of Operations
DATE: July 2021

SUMMARY

Reporting to the Director of Operations and working under the general direction of the Working Foreman and/or Charge Hand, performs duties related to the maintenance of buildings and all other School District property.

DUTIES

1. Assist in the selection of colours and type of paint to be used, and mix all required colours.
2. Repair minor wall surfaces in preparation for painting by sanding, scraping, filling, etc.
3. Perform new dry walling functions such as taping, filling, sanding, sealing and similar functions to drywall repairs.
4. Apply paint, varnish, stain, enamel, lacquer and all other kinds and types of paint on interior and exterior surfaces using brush, spray, roller and any other required tools.
5. Apply wall coverings e.g. wallpaper.
6. Deliver, erect and dismantle scaffolding.
7. Carries out work order repairs of the paint crew.
8. Perform related tasks with maintenance crews.

QUALIFICATIONS

1. Journeyman Painter Certificate.
2. Maintain an appropriate BC Drivers license.
3. Ability to understand and carry out verbal and written orders.
4. Ability to care for and maintain related equipment.
5. Physical ability to perform the required duties.

PACIFIC RIM SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Plumber Apprentice
SECTION: Maintenance Assigned to Plumbing/Mechanical Crew
REPORTS TO: Director of Operations
DATE: June 2008

SUMMARY

Reporting to the Director of Operations and working under the general direction of the Working Foreman and/or Charge Hand or Journeyman Plumber, performs duties related to the maintenance of buildings and all other School District property.

DUTIES

1. Perform school district plumbing maintenance under the general direction of a Journeyman Plumber and subject to the approved procedure of the National Building Code along with the Apprenticeship Trade Advisory Committee requirements. As qualified performs duties unsupervised.
2. Deliver, erect and dismantle scaffolding in a safe and effective manner.
3. Perform related tasks with all Maintenance Crews.

QUALIFICATIONS

1. Maintain an appropriate BC Drivers license.
2. Ability to understand and carry out verbal and written orders.
3. Have all prerequisites for entering into a Plumber Apprenticeship as outlined in the Collective Agreement.
4. Ability to demonstrate a mechanical aptitude.
5. Successfully complete each year units and all other requirements of a Plumber Apprenticeship Program.
6. Ability to care for and maintain related equipment.
7. Physical ability to perform the required duties.

PAY GRADE

The Plumber Apprentice is assigned - 1st year - 60% of Trades Rate; 2nd year - 65% of Trades Rate; 3rd year - 70% of Trades Rate; 4th Year - 80% of Trades Rate.

PACIFIC RIM SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Plumber
SECTION: Maintenance Assigned to Electrical/Mechanical Crew
REPORTS TO: Director of Operations
DATE: July 2021

SUMMARY

Reporting to the Director of Operations and working under the general direction of the Working Foreman and/or Charge Hand, performs duties related to the maintenance of buildings and all other School District property.

DUTIES

1. Assist in the assessment and design of projects.
2. Read and interpret blueprints, project sketches and maintenance manuals.
3. List all materials to be used.
4. Install drainage and pressure systems on new construction, renovations, and upgrade existing piping.
5. Install, inspect and repair fire sprinkler systems, irrigation systems, septic tanks and fields, both hot water and steam heating systems.
6. Deliver, erect and dismantle scaffolding in a safe and effective manner.
7. Perform related tasks with all Maintenance Crews.
8. Carry out all work order repairs for the heating and ventilation trade.

QUALIFICATIONS

1. Journeyman Plumber Certificate.
2. BC Drivers license.
3. Ability to understand and carry out verbal and written orders.
4. Ability to care for and maintain related equipment.
5. Physical ability to perform the required duties.
6. Gas B Certificate

PACIFIC RIM SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Team Lead – Port Alberni – Carpentry, Grounds and Painting
SECTION: Maintenance
REPORTS TO: Director of Operations
DATE: September 2021

SUMMARY

Reporting to the Director of Operations performs duties related to the maintenance of buildings, equipment and property in the Alberni Valley.

DUTIES

1. Schedule and direct the Maintenance Crew to ensure the crew works within the established work practices.
2. Schedule and direct all Maintenance Crew personnel in work order and routine work of new construction, minor renovation, and repair work of all structures within the assigned budget.
3. Recommend to the Director of Operations - the selection of materials and supplies to be used.
4. Responsible for the training of employees in all aspects of maintenance work including safety procedures and appropriate apparel.
5. Schedule the maintenance of all Maintenance equipment to ensure effective and safe operations.
6. Approve daily timecards and bi-weekly time sheets.
7. Assist in the scheduling of annual vacations and days off for the Maintenance Crew to ensure an orderly operation.
8. Initiate requisitions for the purchase of supplies and materials.
9. Ensure that all invoices for the purchase of materials are correct.
10. Maintain inventory of supplies and equipment.
11. Assist the Director of Operations with performance evaluations for probationary and trial employees
12. Complete routine employee performance evaluations with assigned employees to the mutual satisfaction both parties. Sign the report and submit it to the Director of Operations.
13. Perform related tasks with all maintenance crew.
14. Attend or dispatch resources to emergency callouts for vandalism, roof leaks and weather related damage.
15. Other duties as assigned.

QUALIFICATIONS

1. ITA BC Red Seal Carpentry Ticket.
2. BC Drivers license.
3. Ability to understand and carry out verbal and written orders.
4. Good written and oral communication skills.
5. Familiar with administrative computer software programs.
6. Physical ability to perform the required duties.
7. Ability to care for and maintain related equipment.

PACIFIC RIM SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Team Lead – Port Alberni – Electrical, Plumbing and HVAC
SECTION: Maintenance
REPORTS TO: Director of Operations
DATE: September 2021

SUMMARY

Reporting to the Director of Operations performs duties related to the maintenance of buildings, equipment and property in the Alberni Valley.

DUTIES

1. Schedule and direct the Maintenance Crew to ensure the crew works within the established work practices.
2. Schedule and direct all Maintenance Crew personnel in work order and routine work of new construction, minor renovation, and repair work of all structures within the assigned budget.
3. Recommend to the Director of Operations - the selection of materials and supplies to be used.
4. Responsible for the training of employees in all aspects of maintenance work including safety procedures and appropriate apparel.
5. Schedule the maintenance of all Maintenance equipment to ensure effective and safe operations.
6. Approve daily timecards and bi-weekly time sheets.
7. Assist in the scheduling of annual vacations and days off for the Maintenance Crew to ensure an orderly operation.
8. Initiate requisitions for the purchase of supplies and materials.
9. Ensure that all invoices for the purchase of materials are correct.
10. Maintain inventory of supplies and equipment.
11. Assist the Director of Operations with performance evaluations for probationary and trial employees
12. Complete routine employee performance evaluations with assigned employees to the mutual satisfaction both parties. Sign the report and submit it to the Director of Operations.
13. Perform related tasks with all maintenance crew.
14. Act as the Field Safety Representative (FSR) for SD70 per Technical Safety BC
15. Attend or dispatch resources to alarm calls for intrusion, HVAC, Plumbing and Electrical.
16. Other duties as assigned.

QUALIFICATIONS

1. ITA BC Red Seal Electrician Ticket.
2. Technical Safety BC Field Safety Representative (FSR) qualification. Costs of acquiring and maintaining this ticket will be borne by SD70. Letter of Indemnification will be provided.
3. BC Drivers license.
4. Ability to understand and carry out verbal and written orders.
5. Good written and oral communication skills.
6. Familiar with administrative computer software programs.
7. Physical ability to perform the required duties.
8. Ability to care for and maintain related equipment.

PACIFIC RIM SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Tofino Boat Supervisor
SECTION: Assigned Schools
REPORTS TO: Administrative Officer
DATE: September 2019

SUMMARY

1. Provide scheduled supervision of boat students during the hours of 8:00 am to 9:00 am (combination of dock and school locations) and 2:30 pm to 3:30 pm (dock only). Two hours per day total.
2. Supervisors will circulate the designated areas checking for unacceptable behaviour that may be injurious to students (themselves or others) and reinforcing appropriate student behaviour.
3. Hours may be added to a current position provided total hours worked does not exceed 6 hours per day.

DUTIES

1. Observe and monitor atypical behaviour.
2. Fully monitor the assigned area.
3. Review duty/supervisor responsibilities three times per year (September, Christmas, Easter). Communicate regularly with immediate supervisor.
4. Monitor and refer to the school administration any pupils who are considered to need more than on-the-spot intervention such as; repeated incidents of swearing and not observing school rules, fighting, damaging property, and acting in an unsafe manner particularly at the dock.

QUALIFICATIONS

1. Childsafe First Aid and Non-Violet Crisis Intervention (NVCi) certificate.
2. Good interpersonal skills with students and staff

PACIFIC RIM SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Tractor Operator
SECTION: Maintenance, Assigned to Grounds Crew
REPORTS TO: Director of Operations
DATE: July 2021

SUMMARY

Reporting to the Director of Operations and working under the general direction of the Working Foreman and/or Charge Hand, performs duties related to the maintenance of buildings and all other School District property.

DUTIES

1. Operate a tractor, front-end loader and backhoe for all kinds of excavation, loading and leveling projects.
2. Ability to perform all duties of a Groundsperson or Labourer in the grounds crew is desirable.
3. Carries out all work order repairs for the grounds crew.

QUALIFICATIONS

1. Demonstrated ability to operate this type of equipment.
2. Appropriate equipment operator training is desirable.
3. Maintain an appropriate BC Drivers license.
4. Ability to understand and carry out verbal and written orders.
5. Ability to care for and maintain related equipment.
6. Physical ability to perform the required duties.

PACIFIC RIM SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Utility/Grounds - West Coast
SECTION: Maintenance, assigned to West Coast
REPORTS TO: Director of Operations
DATE: July 2021

SUMMARY

Reporting to the Director of Operations, perform duties related to the maintenance of buildings, equipment and grounds under the general direction of the Working Foreman West Coast.

DUTIES

1. Perform all duties as laid out in the Grounds job description.
2. Perform maintenance duties under the general direction of the Working Foreman West Coast.
3. Safely operate and maintain all related equipment.
4. In the absence of the Working Foreman West Coast perform Maintenance duties.
5. Act as backup for WC Foreman to attend after hours call outs for all West Coast facilities. When responding to a security callout, must be able to attend within 45 minutes of notification.

QUALIFICATIONS

1. Maintain appropriate BC Driver's license.
2. Good written and oral communication skills.
3. Physical ability to perform the required duties.

**PACIFIC RIM SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE:	Welder/Fitter
SECTION:	Maintenance Assigned to Electrical/Mechanical Crew
REPORTS TO:	Director of Operations
DATE:	June 2008

SUMMARY

Reporting to the Director of Operations and working under the general direction of the Working Foreman and/or Charge Hand, performs duties related to the maintenance of buildings and equipment and all other School District property.

DUTIES

1. Assist in the assessment and design of projects.
2. Read and interpret blueprints and project sketches.
3. Construct all steel works from design, assembling and finishing to completion.
4. List and requisition all material to be used.
5. Perform fitter duties such as change fan bearings, shafts and motor alignment.
6. Assist with the gas fitting/heating functions.
7. Assist with the plumbing and pipefitting duties.
8. Maintain and inspect fire extinguishers.
9. Deliver, erect and dismantle scaffolding.
10. Perform related tasks with all Maintenance Crews.

QUALIFICATIONS

1. BC Welding Trades Qualification Certificate or Mechanics Trades Qualification Certificate with welding experience or an Inter-provincial ticket.
2. Maintain an appropriate BC Drivers license.
3. Ability to understand and carry out verbal and written orders.
4. Ability to care for and maintain related equipment.
5. Physical ability to perform the required duties.

PAY GRADE

The Welder/Fitter is assigned to Classification #8, Welder/Fitter.