

**SCHOOL DISTRICT #42  
Maple Ridge - Pitt Meadows**

**JOB DESCRIPTION**

**JOB TITLE:**       **Trades Assistant**

**DATE:**            April 1995

**REVISED:**       **February 2019**

**PAY GRADE:**

**LOCATION:**       Maintenance

**SUMMARY:**       Reporting to the Maintenance Manager or designate, under the supervision of a qualified trades person and as part of the Maintenance team, supports trades work performing routine cleaning and maintenance tasks of a manual nature.

**DUTIES:**

1. Assists district trades by carrying out manual tasks to maintain and clean tools, machinery or mechanical equipment.
2. Assists with cleaning, lubricating and general upkeep tasks that supports orderly and functional operation of district sites and equipment.
3. Assists with equipment and machinery inspection and installations and equipment moves as necessary.
4. Documents work and hours on the work order system.
5. Performs other assigned comparable duties within the scope of knowledge, skills and abilities required by this position.

**QUALIFICATIONS:**

1. Completion of Grade 12 or equivalent in technical or vocational courses.
2. Proven mechanical aptitude with minimum of 3 months experience in maintenance or construction.
3. Knowledge of safe and proper use of hand and power tools and power washers.
4. Demonstrated ability to work at the level of independence and with the degree of initiative appropriate to the position.
5. Sufficient physical strength to perform manual tasks.
6. Ability to maintain accurate written records and to communicate and function effectively and harmoniously as part of the maintenance team.
7. Valid B.C. drivers licence.

**JOINT COMMITTEE MEMBER'S SIGNATURES:**
