



Section: **Roles and Responsibility**  
Policy #: **1850**  
Policy: **Role of Maintenance Coordinator**

Date Approved: November 20 2004  
Revision Dates:

The following is the typical job description for this position in Nelson Diocese schools, however it may vary from school to school.

**RESPONSIBLE TO:** School Principal

### **GENERAL DESCRIPTION**

The maintenance coordinator is expected to have a good, general knowledge of the workings of the school building and the requirements to maintain a safe, attractive school grounds. (S)he should have some basic knowledge and skills in trade areas such as painting, plumbing, electricity, mechanics and carpentry.

This person should have good communication skills both in oral and written forms. Good human and public relations skills are important.

### **TYPICAL DUTIES**

Responsibilities for general maintenance include:

1. Maintaining in good working order heating, electrical and other necessary systems.
2. Taking charge and custody of school buildings and grounds.
3. Maintaining cleanliness of the buildings for the care and comfort of staff and students.
4. Maintaining a log of mechanical and electrical breakdowns and related repairs/replacements.
5. Maintaining the landscaping and snow removal around school buildings.
6. Reporting to the Principal on a regular basis to discuss emerging concerns.
7. Examining at the beginning of each school term all playground equipment for safety and proper functioning.
8. Performing other related duties as required.

### **QUALIFICATIONS**

1. Education - Training - Experience  
A minimum Grade 10 plus five year's recent related experience and/or equivalent combination education, training and experience.
2. Skills and Abilities
  - a. Ability to communicate effectively.
  - b. Ability to deal with people effectively.

- c. The physical ability to carry out the duties of the position.
- d. Ability to organize work effectively.
- e. Ability to operate equipment related to the job.