

TO BE POSTED ON CARETAKER/TRADES & MAINTENANCE BULLETIN BOARDS

CUPE LOCAL 1280 JOB POSTINGS

NOTE:

1. BEFORE SUBMITTING YOUR BIDS, YOU ARE ASKED TO FIRST VISIT AND ACQUAINT YOURSELF WITH THE SCHOOL/FACILITY FOR WHICH YOU PLAN TO SUBMIT A BID.
2. YOU ARE REMINDED THAT YOU MAY NOT BID ON ANOTHER JOB POSTING FOR A PERIOD OF SIX (6) MONTHS FOLLOWING ANY SUCCESSFUL BID EXCEPT FOR PROMOTION.
3. IT IS THE RESPONSIBILITY OF THE INDIVIDUAL EMPLOYEE TO ENSURE THAT HE OR SHE HAS AN OPPORTUNITY TO BE MADE AWARE OF ALL JOB POSTINGS CONTAINED IN *THE BULLETIN*.
4. PLEASE NOTE: GRADE 12 DIPLOMA OR EQUIVALENCY IS MANDATORY FOR ANY TRADES POSITION. APPLICANTS WHO **DO NOT** PROVIDE DOCUMENTATION MEETING THIS REQUIREMENT WITH THEIR BID SHEETS **WILL NOT** BE CALLED FOR AN INTERVIEW. IF YOU REQUIRE ASSISTANCE OBTAINING DOCUMENTATION, PLEASE CALL INDEPENDENT LEARNING CENTRE AT (416) 325-4388 FOR TESTING. IF YOU REQUIRE AN EQUIVALENCY FOR YOUR TRADE, PLEASE CALL APPRENTICESHIP & CLIENT SERVICES EDUCATION & TRAINING AT (416) 326-5800.

POSITION	DEPT./SCHOOL	LOCATION	SALARY RANGE
Posting # OM2012 – 169 General Maintenance Person NOTE: Day shift (7:00 a.m – 4:00 p.m.)** **TEMPORARY TO AUGUST 31, 2013**	Warehouse Distribution Centre	97 Railside Rd.	\$22.40/hr.

RESPONSIBILITIES

- Repairing and replacing a variety of items such as erecting and repairing, as required, tack, bulletin and chalk boards.
- Obtaining as required and hanging items on walls, e.g. pictures, crucifixes, clocks, signs, mirrors, etc.
- Performing basic maintenance and replacement duties related to painting, ceilings, locksmithing, etc., e.g. repairing T-bars, access doors, replacing ceiling tiles, cutting keys, and replacing insulation.
- Assisting with the maintenance of portables by conducting repairs as directed on platforms, stairs, railings, ramps, windows, siding, walls, ceilings, doors and frames, floors, etc.
- Repairing window fixtures such as wood balances, latches/locks, weather stripping, stops and screens.
- Ability to install and repair vinyl tile, ceramic tile and glass block; install, tape, patch and paint, plaster and dry wall.
- Must possess a complete set of personal tools as required by Trade.
- Responsible for safe operation and safekeeping of tools supplied by the Board, and safe operation and maintenance of company vehicle while in use.
- Perform other related duties as assigned or required.

EXPERIENCE

- Minimum One (1) year related experience

SKILLS

- Working knowledge of various maintenance materials and related tools

EDUCATION/QUALIFICATIONS

- High School Diploma, or equivalent (**candidates must submit proof of Grade 12 or equivalent with the bid form**).
- Ability to give and receive written and oral instructions in English.
- Must possess a valid Ontario Driver's "G" license (**candidates must submit their driver's license with their bid form**) and have access to a reliable automobile. **If candidates are selected for an interview, they must submit proof of good driving record before the interview.**

WRITTEN OR FAXED (416-512-3046) APPLICATION REFERRING TO POSTING NUMBER, LOCATION AND POSITION MUST REACH THE **HUMAN RESOURCES DEPARTMENT, ATTENTION: MARGHERITA DE CESARE, SUPERVISOR - SUPPORT STAFF, HUMAN RESOURCES, CATHOLIC EDUCATION CENTRE, 80 SHEPPARD AVENUE EAST, NORTH YORK, ONTARIO, NO LATER THAN TUESDAY, DECEMBER 4, 2012.**

**YOU MAY ALSO SCAN YOUR BIDS AND EMAIL THEM TO hrjobbids.cupe1280@tcdsb.org
EACH BID MUST BE SUBMITTED SEPARATELY AND INCLUDE SUPPORTING DOCUMENTS**

PLEASE NOTE: RECEIPT OF FAXES OR BID SHEETS WILL NOT BE CONFIRMED