

CUSTODIAN I

0401-281
Revised
10-06

DEFINITION

This is custodial work in the cleaning and care of public schools. Work involves maintaining assigned premises in a clean and orderly condition and performing minor repairs as required. Employees of this class may supervise personnel assigned to assist in a variety of custodial and cleaning activities. Supervisory tasks may include assigning and monitoring work and evaluating performance. Duties require making routine work decisions although work usually follows established methods. Duties include sweeping, mopping, vacuuming and scrubbing floors, waxing and polishing floors and furniture, cleaning washrooms and replacing washroom supplies; cleaning blackboards, windows, lights, diffusers and walls. Work also involves shovelling snow, removing ice from school entrances, maintaining school grounds, mowing lawns, operating a small heating plant, performing minor repairs, routine preventative maintenance, routine inspections of playground equipment and fire safety equipment and generally assuring the security of school premises while they are not in use. In cases where supervision is exercised, employees of this class assign and inspect the work of subordinates. Performance is reviewed by a designated superior through discussions, observations, inspections, reports and overall results achieved for conformance with established standards.

N.B. Other related responsibilities may be assigned as necessary.

QUALIFICATIONS

Graduation from high school, or GED, or any equivalent combination of training and experience, supplemented by an employer-approved training program. Good physical condition is required.

CUSTODIAN II

0402-281

Revised

10-06

DEFINITION

This is custodial and supervisory work in the cleaning and care of public schools. In addition to the typical duties of a Custodian I, work includes supervising a group engaged in custodial and cleaning activities; assigning and monitoring work and evaluating performance. Work also includes keeping records, making reports and requisitioning supplies. Work may be completed without direct supervision but performance is reviewed by a designated superior through discussions, observations, inspections, reports and overall results achieved for conformance with established standards.

N.B. Other related responsibilities may be assigned as necessary.

QUALIFICATIONS

Graduation from high school, or GED, and a minimum of three years experience in custodial and minor maintenance work; or any equivalent combination of training and experience; supplemented by an employer-approved training program. Strong interpersonal and leadership skills, good verbal and written communication skills and a comprehensive knowledge of district and school rules, procedures and regulations specific to the job function are required. Ability to operate a computer and appropriate software programs is required. Good physical condition is a requisite.

MAINTENANCE REPAIRWORKER II
(Non-Journeyperson)

0412-281
Revised
05-02

DEFINITION

This is supervisory and semiskilled work in one or more building trades. In addition to the typical duties of a Maintenance Repairman I, work involves the supervision of a small group of subordinates employed in the maintenance and repair of buildings, machinery and equipment; assigning and monitoring work and evaluating performance. Employees of this class may exercise technical independence in determining work methods and procedures. Work includes supervising workers in repairing buildings, machinery and equipment in carpentry, electrical, mechanical, plumbing and other trades. Work assignments are received verbally or by written instructions which may be accompanied by sketches or diagrams. Performance is reviewed by a designated superior through discussions, observations, inspections, reports and overall results achieved for conformance with established standards.

N.B. Other related responsibilities may be assigned as necessary.

QUALIFICATIONS

Graduation from high school, or GED, and considerable experience at the semiskilled level in the carpentry, electrical, mechanical, plumbing and other trades plus supervisory experience; or any equivalent combination of training and experience. Strong interpersonal and leadership skills, good verbal and written communication skills and a comprehensive knowledge of provincial and district rules, procedures and regulations specific to the job function are required. Ability to operate a computer and appropriate software programs is required.

MAINTENANCE REPAIRWORKER III
(Journey person)

0411-281
Revised
10-06

DEFINITION

This is skilled work at the journey person level in one or more building trades. Work involves the maintenance and repair of buildings, machinery and equipment. The employee must possess a journey person certificate in one or more trades and is required to work at the journey person level. Work is not limited to the trade in which the employee possesses a journey person certificate. The employee may maintain records of stock of building materials and supplies and requisition materials and supplies for repair and maintenance projects. Work assignments are received verbally or by written instructions which may be accompanied by sketches or diagrams. Performance is reviewed by a designated superior through discussions, observations, inspections, reports and overall results achieved for conformance with established standards.

N.B. Other related responsibilities may be assigned as necessary.

QUALIFICATIONS

Graduation from high school, or GED, and considerable diversified experience at the journey person level in the applicable trade. Ability to operate a computer and appropriate software programs is required.

NECESSARY SPECIAL REQUIREMENT

Possession of a valid journey person certificate in the applicable trade as issued by the New Brunswick Department of Training and Employment Development.

MAINTENANCE REPAIRWORKER IV
(Journey person)

0413-281
Revised
10-06

DEFINITION

This is skilled and supervisory work at the journey person level in one or more building trades. In addition to the typical duties of a Maintenance Repairman II (Journey person), work involves the supervision of skilled, semiskilled and unskilled workers in the repair and maintenance of buildings, machinery and equipment; assigning and monitoring work and evaluating performance. Duties include supervising employees in the maintenance and repair of buildings, machinery and equipment in carpentry, mechanical, electrical, plumbing, masonry and other trades. The employee is responsible for requisitioning parts and equipment and keeping records of maintenance. Work is performed independently within the framework of established procedures, policies and regulations. Performance is reviewed by a designated superior through discussions, observations, inspections, reports and overall results achieved for conformance with established standards.

N.B. Other related responsibilities may be assigned as necessary.

QUALIFICATIONS

Graduation from high school, or GED, and considerable diversified experience at the journey person level in the applicable trade(s) and considerable supervisory experience; or any equivalent combination of training and experience. Strong interpersonal and leadership skills, good verbal communication skills and a comprehensive knowledge of provincial and district rules, procedures and regulations specific to the job function are required. Ability to operate a computer and appropriate software programs is required.

NECESSARY SPECIAL REQUIREMENT

Possession of a valid journey person certificate

POWER ENGINEER I

0431-281
Revised
05-02

DEFINITION

This is a combination of skilled mechanical work in the operation of a heating plant and custodial work in the cleaning and care of public schools. Work involves responsibility for the operation of a low pressure heating plant not exceeding four hundred therm-hour or a high pressure heating plant not exceeding two hundred therm-hour. Employees of this class are also responsible for supervising and/or performing regular custodial, utility and minor repair work. Supervisory tasks may include assigning and monitoring work and evaluating performance. Duties include checking fires, boilers, pumps, tools and boiler room; maintaining fires to produce required heat, ensuring that sufficient fuel is on hand and watching water level and steam pressure to ensure safe and constant generation of steam. Duties also include sweeping and waxing floors, shovelling snow, making minor repairs of a plumbing, painting or carpentry nature and performing a variety of other custodial tasks. Employees of this class exercise limited independent judgment and make decisions within established policies and regulations. Performance is reviewed by a designated superior through discussions, observations, inspections, reports and overall results achieved for conformance with established standards.

N.B. Other related responsibilities may be assigned as necessary.

QUALIFICATIONS

Graduation from high school, or GED, and some experience in the operation of a heating plant and in custodial work; or any equivalent combination of training and experience. Ability to operate a computer and appropriate software programs is required.

NECESSARY SPECIAL REQUIREMENT

Possession of a valid Fourth Class Power Engineer's License as issued by the New Brunswick Board of Power Engineer Examiners.

POWER ENGINEER II

0432-281

Revised

05-02

DEFINITION

This is a combination of skilled mechanical and supervisory work in the operation and maintenance of a heating plant and custodial work in the cleaning and care of public schools. In addition to the typical duties of a Power Engineer I, work includes responsibility for being in charge through the supervision of lower level power engineers of a low pressure heating plant not exceeding four hundred therm-hour or a high pressure heating plant not exceeding two hundred therm-hour; assigning and monitoring work and evaluating performance. Duties include supervising the operation of a low-pressure heating plant and checking the performance of the heating plant and equipment. Duties also include supervising a group of workers engaged in sweeping and waxing floors, shovelling snow, making minor repairs of a plumbing, painting or carpentry nature, and performing a variety of other custodial tasks. Employees of this class exercise considerable independent judgment and make decisions within established policies and regulations. Performance is reviewed by a designated superior through discussions, observations, inspections, reports and overall results achieved for conformance with established standards.

N.B. Other related responsibilities may be assigned as necessary.

QUALIFICATIONS

Graduation from high school, or GED, and considerable experience in the operation of a heating plant and in custodial work, including supervisory experience; or any equivalent combination of training and experience. Strong interpersonal and leadership skills, good verbal and written communication skills and a comprehensive knowledge of district and school rules, procedures and regulations specific to the job function are required. Ability to operate a computer and appropriate software programs is required.

NECESSARY SPECIAL REQUIREMENT

Possession of a valid Fourth Class Power Engineer's License as issued by the New Brunswick Board of Power Engineer Examiners.

BUILDING MAINTENANCE FOREPERSON I
(Non-Journeyperson)

0421-281
Revised
05-02

DEFINITION

This is responsible technical and supervisory work in building construction, maintenance, alterations and repairs. Work involves responsibility for the maintenance and repair of buildings and equipment and planning, assigning, supervising, coordinating, monitoring and evaluating work performance of skilled, semiskilled and unskilled workers on construction, repair and maintenance projects. Employees of this class are responsible to an administrative superior for maintaining buildings and equipment in a state of sound repair and efficient operation. Performance is reviewed by a designated superior through discussions, observations, inspections, reports and overall results achieved for conformance with established standards.

EXAMPLES OF WORK

- Determines through continual inspection of buildings, physical plants and equipment the need for maintenance, repairs, alterations and construction to be maintained at a high operational level.
- Supervises caretaker, cleaning and custodial services done either by contract or by government employees. Inspect work to determine results achieved.
- Investigates requests from department heads for repair and maintenance work, determines the work required and assigns skilled, semiskilled and unskilled workers to jobs.
- Plans and prepares cost estimates and material lists for construction of small buildings or additions, alterations and repair projects such as movement of partitions, extensions of buildings and electrical installations.
- In consultation with superiors, plans and develops long term construction repair and maintenance program to provide for immediate and long term repair and maintenance program requirements.
- Requisitions or purchases materials and supplies for repair and maintenance projects and maintains records of materials and supplies used.
- Maintains current records of all structural, electrical, plumbing and mechanical changes made in the buildings and equipment.
- Instructs, supervises and coordinates through head tradespersons, the activities of all skilled, semiskilled and unskilled workers employed on maintenance and small construction projects.
- Keeps records of working time of subordinates and arranges working schedule and relief.
- Supervises boiler room operations and maintains supplies of grease and oil and orders chemicals for treatment of boiler water.
- Checks buildings for fire hazards.
- Supervises upkeep of grounds, such as lawn mowing, pruning of shrubs and trees, planting and care of flower beds.

N.B. Other related responsibilities may be assigned as necessary.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

- Thorough knowledge of the tools, materials, methods, practices and standards employed by such tradesmen as electricians, plumbers, carpenters, plasterers, painters and welders in the construction, maintenance and repair of buildings and equipment.
- Thorough knowledge of the hazards and safety precautions involved in building construction, maintenance and repair work.
- Ability to inspect buildings, premises and equipment and to determine the needs for construction, alterations, maintenance and repair work and to plan and schedule accordingly to maintain all buildings and equipment operating at maximum efficiency.
- Familiarity with building codes and ability to read and interpret building plans and blueprints and to inspect the work for conformance thereof.
- Ability to lay out and supervise a variety of building construction, maintenance, alterations and repair projects, and to assign specific tasks to skilled, semiskilled and unskilled workers.
- Ability to maintain cost records and to prepare reports of work accomplished.
- Ability to maintain harmonious working relationships with subordinates.

QUALIFICATIONS

Graduation from high school, or GED, and considerable supervisory experience in a variety of building construction and maintenance trades; or any equivalent combination of training and experience. Strong interpersonal and leadership skills, good verbal communication skills and a comprehensive knowledge of provincial and district rules, procedures and regulations specific to the job function are required. Ability to operate a computer and appropriate software programs is required.

BUILDING MAINTENANCE FOREPERSON II
(Journeyperson)

0422-281
Revised
05-02

DEFINITION

This is skilled and responsible, specialized technical and supervisory work in building construction, maintenance, alterations and repairs. Work involves responsibility for the maintenance and repair of buildings and equipment and planning, assigning, supervising, coordinating, monitoring and evaluating work performance of skilled, semiskilled and unskilled workers working on construction, repair and maintenance projects. Employees of this class are responsible to an administrative superior for maintaining buildings and equipment in a state of sound repair and efficient operation. Performance is reviewed by a designated superior through discussions, observations, inspections, reports and overall results achieved for conformance with established standards.

EXAMPLES OF WORK

- Determines through continual inspection of buildings, physical plants and equipment the need for maintenance, repairs, alterations and construction to be maintained at a high operational level.
- Supervises caretaker, cleaning and custodial services done either by contract or by government employees. Inspect work to determine results achieved.
- Investigates requests from department heads for repair and maintenance work, determines the work required and assigns skilled, semiskilled and unskilled workers to jobs.
- Plans and prepares cost estimates and material lists for construction of small buildings or additions, alterations and repair projects such as movement of partitions, extensions of buildings and electrical installations.
- In consultation with superiors, plans and develops long term construction repair and maintenance program to provide for immediate and long term repair and maintenance program requirements.
- Requisitions or purchases materials and supplies for repair and maintenance projects and maintains records of materials and supplies used.
- Maintains records of all structural, electrical, mechanical and plumbing changes made in the buildings and equipment.
- Instructs, supervises and coordinates through head tradespersons, the activities of all skilled, semiskilled and unskilled workers employed on maintenance and small construction projects.
- Supervises upkeep of grounds, such as lawn mowing, pruning of shrubs and trees, planting and care of flower beds.
- Draws sketches of work to be performed.
- Keeps records of working time of subordinates and arranges working schedules and relief.

N.B. Other related responsibilities may be assigned as necessary.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

- Thorough knowledge of the tools, materials, methods, practices and standards employed by such tradespersons as electricians, plumbers, carpenters, plasterers, painters and welders in the construction, maintenance, alterations and repair of buildings and equipment.
- Thorough knowledge of the hazards and safety precautions involved in building construction, maintenance and repair work.
- Ability to inspect buildings, premises and equipment and to determine the needs for construction, alterations, maintenance and repair work and to plan and schedule accordingly to maintain all buildings and equipment operating at maximum efficiency.
- Familiarity with building codes and ability to read and interpret building plans and blueprints and to inspect the work for conformance thereof.
- Ability to lay out and supervise a variety of building construction, alteration, maintenance and repair projects, and to assign specific tasks to skilled, semiskilled and unskilled workers.
- Ability to prepare and maintain cost estimates for building and equipment maintenance and repair projects.
- Ability to maintain harmonious working relationships with subordinates.

QUALIFICATIONS

Graduation from high school, or GED, and considerable supervisory experience in a variety of building construction and maintenance trades; or any equivalent combination of training and experience. Strong interpersonal and leadership skills, good verbal communication skills and a comprehensive knowledge of provincial and district rules, procedures and regulations specific to the job function are required. Ability to operate a computer and appropriate software programs is required.

NECESSARY SPECIAL REQUIREMENT

Possession of a valid journeyman certificate in the applicable trade(s) as issued by the New Brunswick Department of Training and Employment Development.

BUS DRIVER A

0491-281
Revised
10-06

DEFINITION

This is skilled work in the operation of a vehicle to transport school children to and from school and other school-related activities. Employees of this class are responsible for the safety of their passengers and for the safe operation of their assigned vehicle in accordance with the Motor Vehicle Act and Regulations, the Education Act and Regulations and any other applicable departmental policies or rules. Work includes maintaining a clean and operationally safe vehicle. Work is performed with relative independence in accordance with established bus routes for the safe conveyance of students to and from school and for school-related activities as assigned by the supervisor. Performance is reviewed by a designated superior through discussions, observations, inspections, reports and overall results achieved for conformance with established standards.

N.B. Other related responsibilities may be assigned as necessary.

QUALIFICATIONS

Graduation from high school, or GED, and considerable experience in the operation of a motor vehicle; possess good communication skills and demonstrated ability to successfully deal with discipline in the vehicle; or any equivalent combination of training and experience, supplemented by an employer-approved training program.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid Driver's Licence with the appropriate endorsement(s) as issued under the Motor Vehicle Act; completion of the initial driver training program and subsequent annual refresher courses; and meet all other requirements as specified under the relevant Regulations under the Education Act and the Motor Vehicle Act as amended from time to time; and completion of other training sessions required by the employer.

BUS DRIVER B

0492-281
Revised
10-06

DEFINITION

This is skilled work in the operation of a vehicle to transport school children to and from school and other school-related activities and the performance of custodial, maintenance or other duties as assigned by the supervisor. Employees of this class are responsible for the safety of their passengers and for the safe operation of their assigned vehicle in accordance with the Motor Vehicle Act and Regulations, the Education Act and Regulations and any other applicable departmental policies or rules. Work includes maintaining a clean and operationally safe vehicle, performing custodial, building maintenance and school bus maintenance duties. Work is performed with relative independence in accordance with established bus routes for the safe conveyance of students to and from school and for school-related activities as assigned by the supervisor. Performance is reviewed by a designated superior through discussions, observations, inspections, reports and overall results achieved for conformance with established standards.

N.B. Other related responsibilities may be assigned as necessary.

QUALIFICATIONS

Graduation from high school, or GED, and considerable experience in the operation of a motor vehicle; possess good communication skills and demonstrated ability to successfully deal with discipline in the vehicle; or any equivalent combination of training and experience, supplemented by an employer-approved training program.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid Driver's Licence with the appropriate endorsement(s) as issued under the Motor Vehicle Act; completion of the initial driver training program and subsequent annual refresher courses; and meet all other requirements as specified under the relevant Regulations under the Education Act and the Motor Vehicle Act as amended from time to time; and completion of other training sessions required by the employer.

BUS DRIVER C

0493-281
Revised
10-06

DEFINITION

This is skilled work in the operation of a vehicle to transport school children to and from school and other school-related activities. Employees of this class are responsible for the safety of their passengers and for the safe operation of their assigned vehicle in accordance with the Motor Vehicle Act and Regulations, the Education Act and Regulations and any other applicable departmental policies or rules. Work includes maintaining a clean and operationally safe vehicle and other driving duties as assigned. Work is performed with relative independence in accordance with established bus routes for the safe conveyance of students to and from school and for school-related activities as assigned by the supervisor. Performance is reviewed by a designated superior through discussions, observations, inspections, reports and overall results achieved for conformance with established standards.

N.B. Other related responsibilities may be assigned as necessary.

QUALIFICATIONS

Graduation from high school, or GED, and considerable experience in the operation of a motor vehicle; possess good communication skills and demonstrated ability to successfully deal with discipline in the vehicle; or any equivalent combination of training and experience, supplemented by an employer-approved training program.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid Driver's Licence with the appropriate endorsement(s) as issued under the Motor Vehicle Act; completion of the initial driver training program and subsequent annual refresher courses; and meet all other requirements as specified under the relevant Regulations under the Education Act and the Motor Vehicle Act as amended from time to time; and completion of other training sessions required by the employer.

BUS DRIVER

(applies to all new bus drivers hired after September 1, 1994)

0490-281

Revised

10-06

DEFINITION

This is skilled work in the operation of a vehicle to transport school children to and from school and other school-related activities. Employees of this class are responsible for the safety of their passengers and for the safe operation of their assigned vehicle in accordance with the Motor Vehicle Act and Regulations, the Education Act and Regulations and any other applicable departmental policies or rules. Work includes maintaining a clean and operationally safe vehicle. Work is performed with relative independence in accordance with established bus routes for the safe conveyance of students to and from school and for school-related activities as assigned by the supervisor. Performance is reviewed by a designated superior through discussions, observations, inspections, reports and overall results achieved for conformance with established standards.

N.B. Other related responsibilities may be assigned as necessary.

QUALIFICATIONS

Graduation from high school, or GED, and considerable experience in the operation of a motor vehicle; possess good communication skills and demonstrated ability to successfully deal with discipline in the vehicle; or any equivalent combination of training and experience, supplemented by an employer-approved training program.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid Driver's Licence with the appropriate endorsement(s) as issued under the Motor Vehicle Act; completion of the initial driver training program and subsequent annual refresher courses; and meet all other requirements as specified under the relevant Regulations under the Education Act and the Motor Vehicle Act as amended from time to time; and completion of other training sessions required by the employer.

APPENDIX A BUS DRIVER

COACHING DUTIES

Under the direct supervision of the Transportation Manager and Assistant, the Bus Driver assigned coaching duties provides newly hired bus drivers, as well as other bus drivers for which the need has been identified by the Manager or Assistant, with proper driving, communication and student management techniques and other training as required.

Bus Driver assigned coaching duties is responsible for:

- Sharing, with fellow bus drivers, knowledge and abilities relating to driving skills commonly required for a bus driver (i.e. backing, gear shifting, "hill shifting", etc.);
- Accompanying and assisting the newly hired drivers when acquiring practical driving experience with a school bus (i.e. "behind the wheel training"), first without students onboard and then with students;
- Accompanying and assisting the newly hired drivers on various bus routes;
- Sharing experience and proper student management techniques with newly hired bus drivers;
- Introducing and familiarizing fellow bus drivers with regard to: technological changes to vehicles, new equipment and new forms and/or requirements;
- Evaluating and making recommendations to the Manager and Assistant on the abilities and performance of a newly hired bus driver;
- After the need has been identified and the employee has been advised of such by management, the bus driver performing coaching duties will provide a fellow bus driver with support and training and will supply the Manager and/or Assistant with a progress report.
- Familiarizing newly hired bus drivers with district and provincial policies, procedures, regulations, forms, etc.;
- Reinforcing vehicle maintenance procedures outlined in the *Provincial School Bus Driver Initial Training Program*;
- Providing suggestions and feedback for the improvement and upgrade of the Bus Driver Training Program;
- Assisting the Manager and Assistant in other areas as required or assigned (i.e. introduction of new rules to students, parents, etc.).

ESSENTIAL QUALIFICATIONS

- Employed as a permanent Bus Driver within the School District;
- Strong interpersonal and leadership skills;
- Good verbal and written communication skills;
- Demonstrated good driving ability and basic mechanical knowledge;
- Good judgement and ability to handle students;

- Comprehensive knowledge of provincial and district rule, policies, procedures and regulations.
- The employee must be ready to receive and attend on-going training on various issues. He/she must also be able to cope with a flexible work schedule, as duties may be assigned on short notice. The employee must work independently and with a minimum of supervision and must be ready to travel within the province from time to time to receive training.

N.B. The employer reserves the right to perform interviews, various tests, assessments and to consider antecedents of bus drivers who expressed an interest in taking the responsibility of these coaching duties, in order to determine if they possess the essential qualifications. Once bus drivers meeting the essential qualifications have been identified, the coaching duties will be assigned to a limited number of bus drivers, selected in accordance with Article 12.02 of the collective agreement.