

MAINTENANCE WORKER I

KIND AND LEVEL OF WORK

This is skilled journeyman work in two or more unrelated designated trades.

The work requires the installation, renovation, alteration, maintenance, and repair of government buildings, installations, fixtures, furnishings, machinery and equipment. The variety of duties necessitates the performance of work in two or more trades such as carpentry, bricklaying, plastering, automotive mechanics, machinist, and similar building and mechanical trades. Employees work from blueprints, specifications, sketches, work orders, or oral instructions through various stages of the assigned work projects. On minor jobs and routine work, employees are normally expected to devise their own methods for completing the work. Although competent to perform skilled work in two or more trades, employees would request the attendance of specialized tradesmen when specialized work is undertaken. The work includes the application of all standard trade practices, skills and safety precautions of the trades, and it is normally checked in process or upon completion by a foreman or supervisor.

TYPICAL DUTIES

Performs work in carpentry, plastering, painting, bricklaying, or similar trades in the renovation, maintenance, and repair of government premises including work on buildings, floors, partitions, ceilings, roofs, doors, locks, windows, fences, shelving, cupboards, desks, chairs, and similar fixtures and equipment.

Repairs and replaces fixtures, removes and replaces water and sewer lines, makes minor installations, cleans and overhauls pumps, valves, water supply systems and various heating installations.

Services electrical appliances, communication systems, machines and equipment.

Maintains, services, and repairs such mechanical equipment as automobiles, trucks, tractors, mowers, farm equipment, and stationary engines.

Repairs and modifies plant machinery and equipment and hand and power tools; fabricates special tools and equipment from drawings sketches and verbal outlines.

Repairs stationary and mobile construction equipment using electrical and acetylene welding skills and techniques; and makes minor mechanical repairs to such equipment and motor vehicles.

Performs arc and acetylene welding work.

Performs demolition work and uses necessary equipment.

Performs other work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the techniques and standard practices employed in the various phases of two or more trades, such as carpentry, plastering, painting, automotive mechanics, machinist, or welding.

Considerable knowledge of the operation and maintenance of a wide variety of electrical systems, machines, appliances, or equipment.

Considerable knowledge of the occupational hazards and safety precautions of the trade.

Ability to repair minor defects in mechanical and building equipment.

Ability to determine material requirements, and to organize the work of a large variety of building and mechanical repairs.

Ability to co-operate with those engaged in the trade fields and advise as required.

Ability to determine when specialized tradesmen are required on

work in the use of the standard hand tools of the building and mechanical trades and in analyzing mechanical defects.

Ability in the use of such power machine tools as drills, lathes, welders, welding equipment, and pneumatic hammers.

EDUCATION

Experience in the maintenance, and repair of buildings, the care of electrical systems, and the installation, renovation, maintenance, and repair of equipment used by government agencies; journeyman status; completion of an approved apprenticeship in two trades.

NOTE: The allocation of positions to this class is allowed on the premise that a significant portion (25%) of the time requires the application of skills in each of at least two trades.

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MACHINIST II**TYPICAL DUTIES**

The Machinist II level differs from the Machinist I level in that, in addition to performing skilled tasks in the trade, employees carry out supervisory duties, as described in the specification for the Trades Level II series, over subordinate tradespersons and assistants. Perform other duties as required.

QUALIFICATIONS

Valid Alberta Certificate of Qualification - Journeyman Machinist and diversified experience at the journeyman level, preferably some in a supervisory capacity, in work related to the position assignment.

MAINTENANCE WORKER II**KIND AND LEVEL OF WORK**

This is supervisory and journeyman level work performed in connection with the maintenance, repair and renovation of government buildings and equipment requiring journeyman trades certification in two unrelated designated trades.

The work requires assigning, co-ordinating, and reviewing the work of subordinate tradesmen. Incumbents of positions personally perform skilled tasks in their fields, and co-operate with other trades as required by the work. They ensure that standard trade practices and codes are adhered to, and that work is performed safely and economically. The work is performed under general supervision with little technical advice received.

EXPERIENCE AND EDUCATION

Journeyman certification or completion of an approved apprenticeship in two unrelated designated trades, and diversified experience at the journeyman level, preferably some in a supervisory capacity, in work related to the position assignment.

INSTRUMENT MECHANIC I

TYPICAL DUTIES

Installs, alters, modifies, repairs and maintains control instruments of an electronic, pneumatic or hydraulic nature which are part of a total control system. Performs preventive maintenance inspections of systems, interprets and implements instructions given in plans and specifications, and calculates material quantities. Performs other duties as required.

QUALIFICATIONS

Valid Alberta Certificate of Qualification - Journeyman Instrument Mechanic.

MILLWRIGHT ITypical Duties

Works on various types of plant or industrial machinery and mechanical equipment on SAIT Campus. Dismantles, reassembles and aligns complex equipment. To assemble machinery, fits bearings, aligns gears and wheels, attaches motors and connects belts. Reads blueprints to correctly use precision instruments and power and hand tools. Understands stockroom control and the ordering of spare or replacement parts. Performs other duties as required.

Qualifications

Valid Alberta Certification^e of Qualification - Journeyman Millwright.

MILLWRIGHT II**Typical Duties**

The Millwright II level differs from the Millwright I level in that, in addition to performing skilled tasks in the trade, employees carry out supervisory duties, as described in the specification for the Trades Level II series, over subordinate tradespersons and assistants. Performs other duties as required.

Qualifications

Valid Alberta Certificate of Qualification - Journeyman Millwright and diversified experience at the journeyman level, preferably some in a supervisory capacity, in work related to the position assignment.

MAINTENANCE SERVICE WORKER I

KIND AND LEVEL OF WORK

This is routine manual work performed in a variety of fields.

Employees of this class perform tasks of limited complexity in the maintenance and servicing of government buildings and equipment. Work may vary seasonally or on a project basis. Detailed instructions are received from supervisors who may or may not participate in the work being performed. Although employees may work with some independence when routines are learned their work is generally subject to frequent inspection and review.

TYPICAL DUTIES

Dispenses gas and oil at a garage or service centre; checks radiators, batteries and tires; maintains simple vehicle service records.

Moves, loads and unloads furniture, equipment, supplies and building materials.

Removes snow and debris; collects and disposes of garbage; performs clean up duties on site for the various trades.

Removes, cleans and replaces storm windows; performs minor repairs to roofs and fences; moves earth and digs trenches for utility services; opens frozen drains; performs other minor or unskilled work related to particular trades.

EXPERIENCE AND EDUCATION

Completion of the eighth school grade and some experience in fields related to the position assignment, or an equivalent combination of education and experience.

MAINTENANCE SERVICE WORKER II

KIND AND LEVEL OF WORK

This is semi-skilled or manual work performed in one or more trades or allied occupations.

Employees of this class assist tradesmen in performing renovation, maintenance and manual tasks; or use trades-related skills to operate and provide routine maintenance at institutional sewage disposal plants or to assist in boiler room cleaning and maintenance. New tasks are explained in detail and duties are performed in keeping with the standard practices of the allied trade or occupation. While supervision may be general on routine work, the work is specifically assigned and is subject to inspection on completion.

TYPICAL DUTIES

Performs rough and semi-skilled carpentry work such as preparing forms, erecting shelves, repairing windows and screens, together with carrying lumber and cleaning up job sites.

Performs bricklaying, plastering, painting, and cementing work such as constructing driveways and walks, laying flooring, mixing paint, plaster, mortar and concrete, erecting scaffolding and preparing surfaces for painting.

Performs plumbing and steamfitting tasks of a minor nature; provides general assistance to journeymen tradesmen engaged in gasfitting.

Performs electrical repair work in maintaining small motors and appliances replaces fuses and light bulbs, assists in the installation and maintenance of electrical wiring and fixtures, and on automotive wiring.

Performs welding, sheet metal and blacksmith duties of a simple nature, cares for materials and equipment.

Performs duties of limited complexity in air conditioning, kitchen and laundry equipment repair and maintenance.

Plans, organizes and directs the activities of a group of patients or inmates assigned to routine manual tasks at a large institution.

EXPERIENCE AND EDUCATION

Completion of the tenth school grade and some experience and/or trades training related to the position assignment; or an equivalent combination of education and experience.



MAINTENANCE SERVICE WORKER III

KIND AND LEVEL OF WORK

This is skilled and responsible work performed in a trade related specialty.

Employees of this class perform work requiring the application of definable skills in carrying out maintenance, production or machine operation programs in work not requiring journeyman status of operators. Duties usually include organizing time, equipment and materials, for specific projects or ongoing programs. Supervision may be exercised over a limited number of subordinate staff engaged in routine manual or semi-skilled work. Limited supervision is received in the form of general instructions and periodic checks on work.

The work differs from the Maintenance Service Worker II class in the degree of skill and knowledge required, the complexity and responsibilities of the work and the supervision of subordinate employees.

TYPICAL DUTIES

Performs preventive maintenance in assigned areas; ensures that heating and air conditioning systems are in good repair and operating properly, insure that laundry equipment, machinery and facilities are in good repair and operating properly; arranges for servicing, maintenance or repair by appropriate tradesmen where required; performs major repair and overhaul of various types of motorized equipment not requiring the services of a journeyman tradesman.

Carries out specialized procedures in the major repair and reconditioning of furnishings and upholstery; repairs locks and maintains lock systems in building complexes; requisitions and maintains inventory of parts, equipment and materials.

Sets up, operates and maintains a variety of woodworking machines, such as saws, molders, mortices, drills, planes and lathes in a woodworking shop.

Operates forges, hammers and other metal treating and shaping equipment in the manufacture and repair of iron and steel products in a blacksmith shop.

EXPERIENCE AND EDUCATION

Completion of the tenth school grade and considerable experience and trades training related to the position assignment; or an equivalent combination of education and experience.



MEAT CUTTER

KIND AND LEVEL OF WORK

This is manual work related to the preparation of meat, meat products, fish, and poultry for use in an institutional kitchen.

Employees of this class have the responsibility of cutting meat to roasts, steaks, and other standard cuts, and dressing fish and poultry for cooking. Assignments may be received orally or in the form of a daily or weekly menu but the employee is required to determine and make the number and type of cuts. Work may include the supervision of inmate or patient help. Work is checked by frequent inspections by senior cooks or dietitians.

TYPICAL DUTIES

Cuts carcasses to roasts; chops steaks and other standard cuts; cleans, and dresses fish and poultry.

Grinds meat for hamburger, sausage, and meat loaf; slices bacon and other cured meats.

Cures meats; renders lard; makes sausages; pickles port hocks.

Cleans and maintains utensils, equipment, and area related to cutting and storing of meat and meat products.

Assists in the kitchen performing the duties of a cook as may be required.

Checks and inspects loads; unloads, stores, and distributes supplies.

Performs related work as required.

KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the methods and practices of cutting carcasses, cleaning and dressing poultry and fish for use in cooking.

Knowledge of refrigeration and other precautionary measures and handling methods essential to safe health regulations.

Ability to estimate and maintain required stocks in accordance with menu needs.

Ability to make economic utilization of carcasses, and to keep records of the methods of use.

Ability to supervise and direct patient or inmate help so as to obtain their full co-operation.

Skill in the use of tools and equipment commonly used in meat cutting and dressing.

EXPERIENCE AND EDUCATION

Experience as a meat cutter; completion of the tenth school grade; or an equivalent combination of experience and education.

MOTION PICTURE PHOTOGRAPHER I

Kind and Level of Work:

This is trainee-level motion picture photography work.

The work of this class involves the preparation of documentary, news and promotional motion picture film. Employees of this class do the photography and assist in the titling, script, sound effects, editing and other phases of production. Assignments are received from a superior who works in close cooperation with the incumbent, reviews the work, and gives instructions on technical problems. The quality of photography must equal commercial standards and the content of films is approved by officials of the government departments or agencies requesting the work.

Typical Duties:

- Takes black and white and colour motion pictures for television news releases.
- Does photography for documentary, publicity and promotional films.
- Assists in the preparation of script, film, titles, and sound tracks.
- Assists in editing, cueing of the script of pictures, cutting of film and preparing it for commercial printing.
- Assists others in lighting for photography, preparing sets and recording narratives and speeches.
- Performs monochrome and colour still photography; takes portraits, scenic and outdoor pictures.
- Develops, reduces, enlarges and prints photographs; supervises the finishing and mounting of prints.
- Performs related work as required.

Knowledge, Abilities and Skills:

- Knowledge of the techniques of exterior and interior motion picture photography in monochrome and colour.
- Knowledge of the principles and techniques of producing documentary pictures.
- Considerable knowledge of camera and lighting equipment used in still motion picture photography.
- Knowledge of sound production and recording and motion picture cutting and editing.
- Ability to photography and prepare short films and narratives for television release.
- Ability to assist in the production of documentary films.

Experience and Education:

Completion of an approved course in photography at a Technical Institute supplemented by five years experience as a still photographer; or an equivalent combination of experience and education.

MOTION PICTURE PHOTOGRAPHER II

Kind and Level of Work:

This is skilled motion picture photography work.

The work of this class involves the preparation of documentary, news and promotional motion picture film. Employees of this class do the photography and assist in the titling, script, sound effects, editing and other phases of production. Assignments are received from a superior who works in close cooperation with the incumbent, reviews the work, and gives instructions on technical problems. The quality of photography must equal commercial standards and the content of films is approved by officials of the government departments or agencies requesting the work.

Typical Duties:

- Takes black and white and colour motion pictures for television news releases.
- Does photography for documentary, publicity and promotional films.
- Assists in the preparation of script, film, titles, and sound tracks.
- Assists in editing, cueing of the script of pictures, cutting of film and preparing it for commercial printing.
- Assists others in lighting for photography, preparing sets and recording narratives and speeches.
- Performs monochrome and colour still photography; takes portraits, scenic and outdoor pictures.
- Develops, reduces, enlarges and prints photographs; supervises the finishing and mounting of prints.
- Performs related work as required.

Knowledge, Abilities and Skills:

- Knowledge of the techniques of exterior and interior motion picture photography in monochrome and colour.
- Knowledge of the principles and techniques of producing documentary pictures.
- Considerable knowledge of camera and lighting equipment used in still motion picture photography.
- Knowledge of sound production and recording and motion picture cutting and editing.
- Ability to photograph and prepare short films and narratives for television release.
- Ability to assist in the production of documentary films.
- Skills in operating motion picture and still camera equipment and related lighting and sound accessories.

Experience and Education:

Completion of an approved course in photography at a Technical Institute supplemented by three years directly related experience as a Motion Picture Photographer; or an equivalent combination of experience and education.