



# REGINA CATHOLIC SCHOOL DIVISION

THE BOARD OF EDUCATION OF THE REGINA ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 81

Kelley Ehman  
Director of Education

Ryan Bast  
Board Chair

February 2, 2026

## **Maintenance Shop – Journeyperson Painter**

- Shift: 7:50 am - 4:20 pm
- The hours of work are subject to change from time to time, and other duties or arrangements that may be assigned by the Manager of Facilities or Designate.
- Effective start date: **April 1, 2026 or as can be arranged**
- Salary in accordance with the CUPE agreement.

### **Qualifications:**

- **A valid Journeyperson's Painter's Certificate and/or 10 years commercial painting experience.**
- **A valid Saskatchewan Class 5 driver's license. An abstract from SGI will be required.**
- Good physical condition is required. A complete functional assessment may be required by the successful candidate to ensure the capability to perform the duties listed. The Board will pay for this assessment.
- Ability to organize job duties and work without close supervision.
- Ability to perform the duties listed on, but not limited to, the attached Journeyperson Painter position description.

Applications will be accepted through the [CUPE External Job Application](#) until 2:00p.m. Friday February 20, 2026.

## Position Description

<b>Journeyman Painter</b>	<b>Reports to</b>	Construction Supervisor of Designate, Manager of Facilities, Superintendent of Human Resource Services
	<b>Pay Level</b>	As per most recent CUPE Local #1125 Agreement
	<b>Employment Term</b>	12 Months
	<b>Revision Date</b>	March 2025

In a Catholic environment that fosters collegiality and supports continuous learning, the Journeyman Painter applies expertise in conjunction with other Maintenance Department personnel to provide finishing or millwork, furniture and Facility renovations and/or additions and responsible for the timely and accurate ordering of supplies and material used in performing the job function as well as accurate schedules and logs. The Journeyman Painter further provides inspection, refinishing, repair and maintenance of any school division building or contents.

### Required Duties and Responsibilities:

Without restricting the generality of the above-stated basic function, the Journeyman Painter shall perform such duties and responsibilities as may be assigned including but not restricted to the following:

<b>Catholic Distinctiveness</b>	<ul style="list-style-type: none"> <li>• Ensure Catholicism is evident in her/his work both within and outside of the division.</li> <li>• Be knowledgeable and supportive of Regina Catholic Schools' policies and expectations.</li> <li>• Permeate our Catholic faith in his/her area.</li> <li>• Foster Christ-like behavior.</li> <li>• Treat all stakeholders as valued people of God. Be fair and understanding, developing relationships to help move people forward.</li> <li>• When applicable attend and participate in faith-building activities.</li> <li>• Conduct oneself in a Christian manner appropriate to an educational institution.</li> <li>• Complete a yearly Catholic Formation goal in the Performance Management Goal Setting document.</li> </ul>
<b>Primary Duties</b>	<p><u>Maintenance Responsibilities</u></p> <ul style="list-style-type: none"> <li>• Tasks may include, but are not limited to:             <ul style="list-style-type: none"> <li>▪ Operate from verbal or written work orders, applies paint, varnish, stain, enamel, lacquer or epoxy to seal, protect, finish and decorate interior and exterior surfaces, trimmings, fixtures and furnishing of school division facilities</li> <li>▪ Remove old paint and finishing materials using paint removers, strippers, scrapers, hand or power sanders, scrubbers or wire brushes</li> <li>▪ Fill nail holes, cracks, joints, punctures, tears and other damaged or deteriorated areas with putty, plaster, joint filler, tape, epoxy, caulking and similar filling and sealing compounds with putty knives, brushes, caulking guns and dispensers</li> <li>▪ Prepare new and previously finished surfaces by smoothing with sandpaper, brushes, steel wool, cleaning and tack cloths, vacuum or washing with cleaning compounds. Prepare and finish, mud &amp; tape new and existing drywall</li> <li>▪ Apply a variety of oil, latex or acrylic paints, varnish, sealers and stains to surfaces using brush, roller or spray equipment</li> <li>▪ May simulate natural grain, texture or appearance of surfaces with a variety of technique and applications to create the desired effects</li> <li>▪ Mask, drape, cover or place drop sheets to protect areas adjacent to the work area to protect from drops, splashes or overspray. Cleans up area upon completion by removing protective covers and equipment and replacing or attaching fixtures, shades, equipment and furniture and vacuums to remove excess dust or debris</li> <li>▪ Remove or cover graffiti on buildings and contents. Identify the material to remove, cover or erase applying expertise as to the best options available to complete the task</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>▪ Exercise tact and diplomacy to alleviate concerns of staff, students and the public in situations where painting and decorating fumes or odors may be present or in situations where use or traffic must be restricted to allow for preparation, application and drying time</li> <li>▪ Prepare reports of work performed, material and supplies used or required and such other duties as may be required to meet organizational objectives and deadlines</li> <li>• Clean and maintain school division tools and equipment regularly</li> </ul>
	<p><u>Mentorship Responsibilities</u></p> <ul style="list-style-type: none"> <li>• Assist maintenance staff as required</li> <li>• Maintain logs, time sheets, etc. as required</li> </ul>
	<p><u>Professional Responsibilities</u></p> <ul style="list-style-type: none"> <li>• Be willing to engage in lifelong learning with respect to training, in-service and course of study. Conduct oneself in a manner appropriate to an educational institution that provides services to children</li> <li>• Deal tactfully with staff, students and the public</li> <li>• Be knowledgeable and supportive of applicable Board policies</li> <li>• Practice safe work habits at all times</li> <li>• Perform other duties as assigned by the Construction Supervisor of Designate, Manager of Facilities and/or Superintendent of Human Resource Services</li> </ul>

**Job Specifications:**

In addition to the Duties and Responsibilities, the Journeyman Painter is expected to have the following requirements:

<b>Confidentiality</b>	At no time should the employee discuss publicly or release information pertaining to students and employees of the Regina Catholic School Division, or any intrinsic information obtained from the said position. Any breach of confidentiality in this regard is a serious violation of acceptable professional conduct.
<b>Education / Experience Level Required</b>	<p>Preference will be given to an individual holding</p> <ul style="list-style-type: none"> <li>• Grade 12 or equivalent</li> <li>• A Saskatchewan accepted and valid Journeyman Certificate in the painting trade</li> <li>• A minimum 10 years of work related experience</li> <li>• A valid Saskatchewan Class V Driver's License</li> <li>• Ability or training in other areas of the maintenance area is an asset including asbestos awareness and safety</li> </ul>
<b>Skills Required</b>	<p><u>The Journeyman Painter will:</u></p> <ul style="list-style-type: none"> <li>• Be able to work independently with little or no supervision</li> <li>• Be able to organize efficient work schedules</li> <li>• Be able to perform minor maintenance tasks</li> <li>• Be able to work as a team player</li> </ul>
<b>Physical Demands</b>	<p><b>H-Heavy Work</b></p> <ul style="list-style-type: none"> <li>• Exert up to 100 lbs. of force occasionally</li> <li>• Exert up to 50 lbs. of force frequently</li> <li>• Exert up to 20 lbs. of force constantly to move objects</li> </ul>
<b>Independence</b>	The Journeyman Painter is expected to work independently and take initiative.

<p><b>Internal / External Contacts</b></p>	<p><b>Working Jointly with Other Staff on Common Assignments or Tasks</b></p> <p>This position involves working jointly with other support staff, teachers and school-based staff on a daily basis in support of the goals of the school.</p> <p><b>Responsibility for Quality of Assignment Work</b></p> <p>The employee receives only occasional general supervision and is solely responsible for the quality of the assigned and completed work. The health and safety of other employees and the students of the school are dependent on the quality of the work. The 'first impression' image of organization is dependent upon the quality of the work.</p>
<p><b><u>Administrative Application</u> Personnel and Employee Relations - 7201 – Employee Code of Conduct</b></p>	<p>This Code of Conduct applies to all Regina Catholic School Division employees. It is the duty of the supervisor/principal to ensure the Code of Conduct is reviewed annually with each employee. The Regina Catholic School Division requires all employees to follow their contract, conditions of employment and/or professional organization guidelines as set out by the appropriate governing body.</p>