



# 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

January 16, 2026

## **Maintenance Shop- Assistant Handyperson/Truck Driver**

- Eight- hour position: 7:50am – 4:20pm. 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: **February 1, 2026 or as can be arranged.**
- Salary in accordance with C.U.P.E. Agreement.

## **Qualifications**

- **Fireman's Certificate and a valid Saskatchewan Class 5 Driver's license is required.**
- **A clear driver's abstract from SGI will be required.**
- Good physical condition is required. A complete functional assessment may be required by the successful candidate to ensure capability to perform the duties as listed. The Board will pay for this assessment.
- This position involves the moving of furniture, stages, cabinetry, and miscellaneous maintenance equipment and supplies, as well as the weekly mail run.
- Ability to organize job duties and work without close supervision.
- Ability to perform the duties listed on, but not limited to, the Assistant Handyperson / Truck Driver position description.

Applications will be accepted through the [CUPE External Job Application](#) until 2:00 p.m. Friday January 23, 2026.

## Position Description

### Assistant Handyperson Truck Driver

<b>Reports to</b>	Handyperson Truck Driver, Operations Supervisor, Manager of Facilities
<b>Pay Level</b>	Most recent CUPE Local 1125 Agreement
<b>Employment Term</b>	12 Months
<b>Revision Date</b>	January 2021

In a Catholic environment that fosters collegiality and supports continuous learning, the Assistant Handyperson Truck Driver is responsible for the timely and accurate distribution of material, supplies and mail throughout the division and for assisting the maintenance department and the Handyperson/Truck Operator specifically.

#### Required Duties and Responsibilities:

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

#### Catholic Distinctiveness

- Ensure Catholicism is evident in her/his work both within and outside of the division.
- Be knowledgeable and supportive of Regina Catholic Schools' policies and expectations.
- Permeate our Catholic faith in his/her area.
- Foster Christ-like behavior.
- Treat all stakeholders as valued people of God. Be fair and understanding, developing relationships to help move people forward.
- When applicable attend and participate in faith-building activities.
- Conduct oneself in a Christian manner appropriate to an educational institution.
- Complete a yearly Catholic Formation goal in the Performance Management Goal Setting document.

#### Primary Duties

##### Maintenance Responsibilities

- Clean and maintain vehicles regularly
- Provide minor repair to school division vehicles as scheduled or required
- Perform maintenance and light repairs
- Assist in equipment or appliances repair if required
- Assist in repairing of plumbing, electrical and safety systems as required
- Identify and report the need for major repairs
- Tasks may include, but are not limited to:
  - Snow removal as required on and around school sites
  - Repair and replace site structures including play apparatus, fence and backstops
  - Cut and maintain site to be compliant with local authority

##### Professional Responsibilities

- 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
- Deal tactfully with staff, students and the public
- Practice safe work habits at all times
- Be knowledgeable and supportive of applicable Board policies
- Assist maintenance staff as required
- Maintain logs, time sheets, etc., as required
- Other duties as may be assigned that are appropriate to this position

## Job Specifications:

A minimum Grade 12 education and a valid Fireman's certificate is required. Training or experience in vehicle maintenance related fields would be an asset.

### Confidentiality

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.

### Education / Experience Level Required

A minimum Grade 12 education and a valid Fireman's certificate is required. Training or experience in vehicle maintenance related fields would be an asset.

### Skills Required

The Assistant Handyperson Truck Driver will have:

- Ability to work as a team player
- Ability to organize efficient delivery schedules and routes
- Ability to operate a vehicle safely at all times
- Ability to perform minor maintenance tasks
- Good written and oral communication skills
- Excellent interpersonal and organization skills
- Ability to be flexible and adapt to change
- Ability to maintain strict confidentiality in school division operations
- Ability to demonstrate initiative, be self directed and work independently
- A valid driver's license

### Physical Demands

#### H-Heavy Work

- Exert up to 100 lbs. of force occasionally
- and/or up to 50 lbs. of force frequently
- and/or up to 20 lbs. of force constantly to move objects

### Independence

The Assistant Handyperson Truck Driver is expected to work independently with minimum supervision and take initiative.

### Internal / External Contacts

The Assistant Handyperson Truck Driver works collegially with other support staff, teachers and school-based administration on a daily basis in support of the goals of the school.

The Assistant Handyperson Truck Driver receives only occasional general supervision and is solely responsible for the quality of the assigned 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.

### Administrative Application **Personnel and Employee Relations - 7201 – Employee Code of Conduct**

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.