

Position: Maintenance Supervisor

Department: Senior Administration Department

Reports To: Superintendent

JOB SUMMARY

Through the Superintendent, to be responsible for the coordination of planning and activity in the areas of maintenance and repair of buildings, equipment and grounds and to provide direction for the work of Division maintenance staff and custodial personnel. In addition this person chairs the Accessibility Committee, creates the Five-Year Capital Plan for the Division, is a member of the Work Place Safety and Health Committee and is the Divisional contact person for the Division when dealing with outside contracts that conduct maintenance work for the Division.

Minimum Qualifications

- A thorough knowledge of building construction, methods, materials and equipment.
- Administrative skills in the areas of planning, communication, working with a team and reporting - written and oral.
- Ability to direct and facilitate a long-range maintenance and capital planning process and to implement the results on an annual cycle within the schools of the Division.
- Ability to effectively supervise staff on a daily basis.
- Comprehensive experience in the construction and maintenance of public and industrial buildings. (Evidence of building facilities management ability).

Additional Desirable Qualifications

- Journeyman Certificate in one or more of the following areas; plumbing, electrical or carpentry.
- High school graduation and/or further training in trades or the building facilities area.

Responsibilities

1. In the area of planning and coordination:

- 1.1. Working with Senior Staff and Principals to establish standards and long-term programs for preventative maintenance and current upkeep for the buildings and grounds of the Division.
- 1.2. With recognition of priorities, as established by the Division's Strategic Plan, to be responsible for the supervision and planning of repairs, replacements, additions and alterations of buildings, grounds and equipment.
- 1.3. Make recommendations with regard to the operation of present and proposed facilities and to provide coordination to the annual capital and five year capital review process.
- 1.4. Monitor the Online Maintenance Request System

2. Operational Areas:

- 2.1. Be responsible for the operation of buildings, grounds and equipment and maintain close liaison with architects, engineers, civic personnel, school level administrators and own staff. Administer and monitor the energy management system.
- 2.2. Prepare estimates and other statistical and cost information, as required.
- 2.3. Make survey, structural investigations and reports where appropriate for actions and planning.
- 2.4. Maintain existing service blueprints, drawings and maps and prepare new ones, as required.
- 2.5. Exercise careful budget control of departmental estimates and expenditures.
- 2.6. Supervise the maintenance of Division buildings and make recommendations as necessary to maintain those buildings.
- 2.7. Maintain records such as:
 - office
 - personnel
 - work orders
 - school maintenance requests and feedback

2.8. Supervise the enforcement of building safety requirements:

- Be knowledgeable of and advise on the enforcement of building code and safety regulations.
- Ensure WHMIS procedures are maintained.
- Receive and act upon reports such as Fire Inspector, Building and Labor inspections.
- Assume a leadership position with the Workplace Safety and Health Committee and attend to recommendations therein.
- Perform quarterly building inspections as part of the WPSH Committee.

2.9. To be knowledgeable of and to attend to environmental issues and concerns regarding buildings and grounds.

- Attention to Provincial and MSBA directives regarding the environment as it applies to the health and safety of students and staff and to the preservation of the environment.

3. Supervision of maintenance and custodial personnel:

3.1. To make recommendations as to positions necessary for the maintenance and custodial areas, including summer relief and special work projects.

3.2. To establish work schedules and be responsible for the direction of work in the execution of the maintenance and cleaning program areas.

3.3. Interview and recommend, to the CEO, the hiring of maintenance personnel and provide for orientation and training for new employees.

3.4. In collaboration with the Principal of the school involved, to interview and recommend for Board approval custodial and cleaning positions. Provide for orientation and training for new employees.

3.5. To provide for supervision and evaluation of those personnel under his/her supervision, in accordance with Division evaluation policy.

4. Perform other duties as assigned by the CEO.

4.1. To attend Board meetings and prepare reports for Board consideration, as requested.