

**SCHOOL DISTRICT NO. 63
(SAANICH)**

JOB DESCRIPTION

CLASSIFICATION

Facilities

POSITION

Maintenance Supervisor

SUMMARY

Under direction of the Director of Facilities or designate, the Maintenance Supervisor is responsible for organizing and supervising the activities of the Maintenance Department in compliance with Provincial/Municipal Building Codes and School District Policy.

DUTIES

- Supervises and coordinates the activities of Maintenance personnel.
- Assesses maintenance and repair requirements and establishes a preventative maintenance program including developing manuals and maintenance schedules.
- Reviews work requests and makes recommendations to the Director of Facilities in regards to associated personnel requirements; procures materials necessary; ensure tools and equipment are available; and establishes a schedule for personnel to complete the work within acceptable time and quality parameters.
- The Maintenance Supervisor is expected to communicate with employees the Employer's expectations of workplace performance and quality standards.
- Administers department budget and maintains operating records, prepares and verifies staff purchasing card statements.
- In collaboration with the Director of Facilities, procures goods and services from vendors when required in adherence to School District Purchasing Policies.
- Make presentations to employee groups or hold meetings as necessary to provide information or to outline the department's approach on a certain topic or issue (i.e. Toolbox talks, school work order program operation, project review and presentations).
- Consults with school administration and provides technical advice pertaining to project estimates, building maintenance, alterations, equipment repairs and work scheduling.
- Provides feedback to the Director of Facilities in regards to department staffing, job performance evaluations and staff interviews.
- Administers maintenance program for all aspects of fire and security systems including developing maintenance records.
- Administers Electronic work order system to ensure all work orders are fully completed with all relevant information including hours and materials used on each maintenance work order.
- Coordinates maintenance or capital construction project contracts and ensures satisfactory performance and quality standards are achieved.
- Ensures compliance with Building Codes and Workers' Compensation Board Regulations and coordinates safety related training (e.g. WHMIS, equipment operation) for district buildings.
- Coordinates with Police Departments, Fire Marshals for specific incident reports and investigations.
- Coordinates with engineers, consultants, contractors, inspection departments, and school district staff on various Capital Project programs and consults with the Director of Facilities where and when required.
- Ensures that all timecards for assigned staff are accurate and submitted to payroll within specified timelines.
- Attends courses, seminars or workshops as approved by the Director of Facilities to upgrade skills or stay current with practices and procedures relative to his/her department.

** Performs other assigned duties as required that are within the area of knowledge and skills required by the job description.*

QUALIFICATIONS

- Grade 12
- Valid Class 5 B.C. Driver's License
- Red Seal Trade certification as a Carpenter, Plumber, or Electrician, or diploma course (e.g. Building Technology).
- Five years' qualified trades related institutional/industrial experience, with at least two years supervisory experience.
- Demonstrated competency with digital technology including email, MS Word, MS Excel, online databases and facilities management software.

** Or equivalent combination of training and experience.*

Required Knowledge and Skills

- Thorough knowledge of Building Code, WSBC regulations, and WHMIS legislation
- Thorough knowledge of construction industry, ancillary services, engineering and architectural practices
- Knowledge of computer programs related to specific technical programs (e.g. security systems, building automation systems, energy management, various Ministry programs and architectural and site plans)
- Ability to read and interpret drawings and specifications, estimate time, materials, equipment and manpower required to complete projects safely and efficiently through the entire cycle of work, from beginning of estimate to completion of project.
- Must be able to coordinate multiple tasks, prioritize work, plan and propose recommendations for change.
- Must be able to develop, update and monitor grounds-maintenance, snow removal and preventative maintenance plans.
- Demonstrated ability to lead, direct, motivate, train and inspire workers in a positive manner.
- Must be able to foster and encourage teamwork and cooperation with all departments.
- Must be able to communicate effectively to establish and maintain effective relationships with employees, co-workers, supervisors, district and school administration and contractors.

DATE

February 1, 2021