

Maintenance Supervisor

Job Summary

The Maintenance Supervisor shall be responsible for the maintenance of Division property, buildings, and equipment in a safe, efficient and economical manner. The Maintenance Supervisor will be directly responsible to the Secretary-Treasurer. The Maintenance Supervisor in consultation with the School Principal will direct and supervise all personnel engaged in the maintenance and care taking of buildings, grounds and mechanical equipment.

Minimum Qualifications

The Maintenance Supervisor shall have a knowledge of building construction, methods, materials and equipment. Administrative and supervisory experience and a high school graduate are also required. A Journeyman Certification in one of the trades would be an asset.

General Duties and Responsibilities

- a) Inspections, Building Repair, Maintenance and Construction
 - Assess, plan, coordinate, and prioritize general maintenance, repairs and projects required for all division owned buildings.
 - Direct cleaning programs on divisional buildings.
 - Provide division based management of capital projects including consultant liaison, plans / drawing review, site meetings, and on-site progress visits and review.
 - Monitor provincial and federal legislation and regulation as they pertain to the maintenance of divisional buildings. (Public Schools Act, Trades related acts, building codes, etc.)
 - Implement building and trade codes and safety regulations.
 - Establish standards and long term programs for preventative maintenance.
 - Monitor and maintain the energy management system ensuring the building systems are working properly and efficiently.
 - Inspect school grounds and buildings on a periodic basis and ensure buildings, playground and mechanical equipment are in safe condition. Rectify or place out of service any area that is an imminent safety hazard.
 - Maintain a system of daily and/or weekly inspections for loss prevention purposes.
 - Ensure that loss prevention recommendations are examined and that any immediate dangerous situation is rectified.
 - Ensure that inspections required by Provincial and Federal regulations are completed.
 - Complete hands-on repairs in the area of the incumbent's trade and work with custodial personnel to do minor repairs.

b) Staff and Building Repair Contractor Supervision

- Provide direction to head custodial staff to plan, schedule and perform building repairs and maintenance activities and capital projects.
- Interview, recommend for employment, orient and train new maintenance staff and custodial staff.
- Provide staff safety and safe work practices orientation.
- Coordinate and supervise (in consultation with the head custodian) the work of contractors.
- Develop, implement, review and revise capital plan requests and projects.
- Conduct the evaluation of head custodian (consult with school principal)
- Responsible to ensure that all custodial evaluations are completed by the head custodian. All custodial evaluations to be reviewed by Maintenance Supervisor.
- Provides recommendations to the Secretary-Treasurer, for appointments, promotions, suspensions, dismissals and retirements of custodial and maintenance staff in accordance with Policy GHC.
- Responsible to ensure that the head custodian is effectively coordinating the activities of the custodial staff and maintaining the building and grounds.

c) Finance, Purchasing and Accounts

- Prepare the annual Maintenance budget in consultation with the Secretary-Treasurer.
- Review year to date financial reports and analyze budget expenditure estimates.
- Plan, coordinate and perform purchasing of Maintenance Department supplies, services, equipment, and division furnishings including tendering of cleaning and maintenance supplies and services and minor capital projects as per divisional purchasing policy and provincial legislation / regulation.
- Prepare annual estimates and cost information for the annual budget, major maintenance repairs, renovations and capital plans.
- Obtain competitive quotes and tenders where appropriate and provides recommendations in the awarding of quotes/tenders.
- Responsible for working with suppliers to investigate new products designed to increase building efficiencies and sustainability.
- Examine and approve all accounts for work under his/her direction, whether under contract or on his/her order, and submit accounts for payment.
- Periodically review cleaning and maintenance supply inventory levels at facilities.

d) Communication and Administration

- Maintain a good working relationship with custodial staff by facilitating good two-way communication.
- Effectively communicate information and maintain positive relationships with colleagues, Division staff, contractors, architects and engineers, consultants, school staff, suppliers and administration staff.
- Receive, refer, respond to and resolve inquiries, complaints and requests as required.
- Attend quarterly Workplace Safety & Health meetings at the Division Office.
- Correspond with the public, contractors, other government or public offices when necessary.
- Maintain a close liaison with immediate supervisors, architects, engineers, inspectors, school principals and custodial/maintenance staff.

- Develop, prepare and present reports and participate in Committee and Board meetings as requested.

e) Professional Development

- Participate in ongoing professional and personal development activities.
- Maintain active involvement in relevant professional organizations. (MASBO)
- Participate in workshops to keep abreast of new cleaning, maintenance and sustainability and energy management methods.
- Keep current his/her knowledge of construction, maintenance, and energy conservation and applies his/her knowledge when making recommendations to management, architects and contractors and when overseeing the work of others.
- Organize and/or provide relevant professional development and training opportunities and activities for custodial staff.

Approved June 7, 1994
Reviewed October 18, 1994
Revised May 20, 2008
Revised June 19, 2018