



Maintenance Supervisor Job Description

Under the direction of the Superintendent/CEO, the Maintenance Supervisor is responsible for the repair of all facilities, grounds, and equipment. The Maintenance Supervisor is also responsible for the coordination of all maintenance staff; building trades craftsmen, and the hiring, evaluation, and dismissal of these staff members. Finally, this position is responsible for the hiring, evaluation, dismissal, training, orientation, and the assignment of duties of all CUPE custodial employees as well as the evaluation of contracted janitorial services.

Responsibilities:

1. Provide supervision and scheduling of all custodial and maintenance work within division facilities. The maintenance team will be coordinated through a work order scheduling system.
2. Completes with principal input an evaluation of custodial and maintenance staff.
3. Maintains the school division's building mechanical systems in a safe and operational condition.
4. Perform scheduled preventative maintenance tasks as required.
5. Purchases materials and supplies as per yearly budget.
6. Coordinates the repair and upgrade of facility and grounds equipment through a "work order" scheduling program.
7. Provides material and labor estimates associated with all minor maintenance projects.
8. Orders and ships to schools and support buildings all maintenance and custodial supplies as required.
9. Establishes and maintains maintenance department inventory control program.
10. Handles the preparation and processing of tenders for supplies and services related to building maintenance.
11. Assists with the scheduling of the school division's computerized energy management program.
12. Develops and implements an annual divisional "schools facility request" program for buildings and grounds improvement.
13. Prepares and completes maintenance reports and forms on a regular basis.
14. Assists with the training of employee custodial staff.
15. Attends in-services related to facility maintenance as required.
16. Maintains filing system for existing service prints, drawings, and facility maps.
17. Oversee the operation of the energy management control and security systems through the division.
18. Organize and maintain a master key system for all property owned by the division.
19. Assist in the prioritization of capital "D" expenditures and in the development of the five-year capital plan.
20. Perform all other related duties as assigned by the Superintendent/CEO.



Minimal Acceptable Qualifications:

1. The supervisory skills and experience, as well as technical ability, aptitude, and background.
2. Comprehensive experience in construction and maintenance of industrial, public, and institutional buildings.
3. High school diploma
4. Possess a demonstrated ability to work well with other employees, the general public, and students.

Additional Qualifications:

1. First aid training, CPR, WHMIS, Workplace Safety and Health
2. Valid drivers license
3. Experience with Microsoft office software and knowledge of First Class
4. Must be able to understand construction specifications and blueprints.
5. Supervisory experience
6. Journeyman status or the ability and experience to work at a level normally associated with the building trades.

Working Conditions:

1. Must be able to work in varying climatic conditions.
2. Must be able to work from extension ladders.
3. Must be able to work in confined spaces.
4. Must be able to work in spaces that can be subjected to high noise levels.