



Provincial Job Description

TITLE:
(156) Maintenance Supervisor

PAY BAND:
17

FOR FACILITY USE:

SUMMARY OF DUTIES:

Supervises the operations of the Maintenance Department(s) and related building systems and equipment.

QUALIFICATIONS:

- ◆ Grade 12
- ◆ Journeyperson certificate in an applicable maintenance trade

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Basic computer skills
- ◆ Organizational and leadership skills
- ◆ Ability to work independently
- ◆ Communication and interpersonal skills
- ◆ Valid drivers license, where required by the job

EXPERIENCE:

- ◆ **Previous:** Thirty-six (36) months previous experience working as a Journeyperson in a commercial/industrial maintenance environment to consolidate knowledge and skills.

KEY ACTIVITIES:

A. Supervisory

- ◆ Supervises, prioritizes workload, schedules staff and deals with staff payroll issues.
- ◆ Provides input into staffing, performance evaluations and performance reviews.
- ◆ Coordinates orientation, education and training for staff and students.
- ◆ Develops policies and procedures for approval.
- ◆ Ensures the appropriate policies and standards are implemented and maintained.
- ◆ Directs / coordinates preventative maintenance program.
- ◆ Communicates with and motivates staff.
- ◆ Acts as a liaison with other departments and outside agencies.
- ◆ Oversees projects / renovations.
- ◆ Ensures manuals / blueprints are current.

B. Administration

- ◆ Prepares estimates (e.g., repairs, projects, renovations).
- ◆ Prepares reports (e.g., preventative maintenance, project status, recommendations).
- ◆ Coordinates the education and training of staff.
- ◆ Assists in establishing and implementing policies and procedures.
- ◆ Approves and verifies budget expenditures / service agreements.
- ◆ Corrects / verifies payroll.
- ◆ Plans and monitors renovation projects.
- ◆ Liaises with purchasing staff, project leaders, planner (e.g., preventative maintenance, renovations, project tendering).
- ◆ Recommends project progress payments.
- ◆ Maintains inventory (e.g., obtains quotations).

C. Maintenance

- ◆ Performs final inspections of projects / renovations.
- ◆ Installs, repairs and maintains equipment.
- ◆ Analyses and troubleshoots equipment/project problems.
- ◆ Provides technical direction.
- ◆ Upgrades and/or modifies equipment / systems.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: 2005

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