



# *Provincial Job Description*

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**TITLE:** (196) Support Services & Maintenance Working Supervisor

**PAY BAND:** 14

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***FOR FACILITY USE:***

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***SUMMARY OF DUTIES:***

Supervises the operations of the Maintenance, Environmental and Laundry Services and performs maintenance duties.

***QUALIFICATIONS:***

- ◆ Building Systems Technician certificate
- ◆ Fireman's certificate

***KNOWLEDGE, SKILLS & ABILITIES:***

- ◆ Intermediate computer skills
- ◆ Leadership and organizational skills
- ◆ Ability to work independently
- ◆ Communication and interpersonal skills
- ◆ Valid drivers license, where required by the job

## ***EXPERIENCE:***

- ◆ **Previous: Twelve (12) months previous experience in building/institutional maintenance to consolidate knowledge and skills.**

## ***KEY ACTIVITIES:***

### **A. Supervision / Administration**

- ◆ **Supervises, prioritizes workload, schedules staff and deals with staff payroll issues.**
- ◆ **Provides input into and ensures compliance with policies, procedures and objectives.**
- ◆ **Ensures infection control, isolation techniques and universal precautions are followed.**
- ◆ **Provides input into budget preparation and is responsible to stay within budget limits.**
- ◆ **Coordinates and verifies contracted service agreements.**
- ◆ **Provides input into equipment selection and maintenance/cleaning/laundry products.**
- ◆ **Orientates and trains staff.**
- ◆ **Assists with interview and selection process and provides input into performance appraisals and performance reviews.**
- ◆ **Acts as a liaison with other departments, vendors and suppliers.**
- ◆ **Conducts routine inspections to ensure standards are being maintained and completes applicable reports (e.g., Quality Assurance).**
- ◆ **Plans and implements overall maintenance/environmental programs.**
- ◆ **Maintains inventory.**
- ◆ **Reports any unsafe conditions or maintenance concerns.**
- ◆ **Secures areas (e.g., locks/unlocks doors).**

### **B. Maintenance Duties**

- ◆ **Performs preventative maintenance and repairs in accordance with applicable codes.**
- ◆ **Maintains, troubleshoots and calibrates equipment according to established standards.**
- ◆ **Performs interior and exterior building repairs and maintenance.**
- ◆ **Maintains parking area and grounds seasonally.**
- ◆ **Maintains accurate records of inspections, repairs and contract work.**
- ◆ **Negotiates with and supervises contractors.**
- ◆ **Keeps manuals and blueprints current.**
- ◆ **Plans, oversees and provides final inspections of projects and renovations.**

**C. Environmental / Laundry Duties**

- ◆ **Assigns/oversees routine/project cleaning.**
- ◆ **Documents daily, weekly, monthly and annual cleaning schedules.**
- ◆ **Provides insect, rodent and pest control.**
- ◆ **Disposes of sharps, broken glass and biohazardous waste, as per departmental procedures and policies.**

*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:*

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*SGEU:*

*SAHO:*

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*Date: 2005*

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