


Job Evaluation Rating Documentation

<p>CUPE, SEIU, SGEU, SAHO</p> 	<p>Job Title <u>Support Services & Maintenance Working Supervisor</u></p> <p>Date <u>October, 2000</u></p> <p>Revised Date <u>2004</u></p> <p>Revised Date _____</p>	<p>Code</p> <p style="text-align: center;"><u>196</u></p>
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<p>Decision Making</p> <p>Some choice of action when carrying out a variety of tasks in repair and maintenance of facility equipment. When equipment breaks down accurate interpretation and discretion needs to be exercised to ensure services are provided, (e.g., medical gas systems.) General repairs and coordination of environmental/laundry services are undertaken to achieve assigned outcomes, (eg. improved laundry, housekeeping and maintenance services.)</p>	<p>Degree</p> <p style="text-align: center;"><u>3.5</u></p>
<p>Education</p> <p>Grade 12. Building Systems Technician certificate (1825 hours).</p>	<p style="text-align: center;"><u>4.0</u></p>
<p>Experience</p> <p>Twelve (12) months previous experience in building/institutional maintenance and to consolidate knowledge and skills. Nine (9) months on the job to develop supervisory/administrative skills and become familiar with region/facility/department policies and procedures.</p>	<p style="text-align: center;"><u>5.0</u></p>
<p>Independent Judgement</p> <p>Performs repairs to equipment and facility and supervises laundry and environmental services as per facility guidelines. Exercises judgement when analyzing, troubleshooting and repairing facility equipment.</p>	<p style="text-align: center;"><u>4.0</u></p>
<p>Working Relationships</p> <p>Has regular contact with suppliers/contractors when arranging for services. Discusses problems, makes recommendations and submits reports regarding capital improvements. Requires tact and discretion to provide technical explanation and/or instruction to contractors/vendors regarding buildings and facility equipment.</p>	<p style="text-align: center;"><u>3.5</u></p>

Impact of Action	Degree
<p>Coordinates resources by tendering and ordering supplies to satisfy quality and service requirements.</p> <p>Misjudgement in preventative maintenance/repair or inaccurate records may result in damage to equipment.</p> <p>Inadequate planning may result in a breakdown in services (e.g., staff scheduling, project coordination with contractors).</p>	<p><u>2.5</u></p>
<p>Leadership and/or Supervision</p> <p>Provides regular direction when assigning/checking work and maintaining workflow for laundry, environmental services and maintenance services where procedures are standardized.</p>	<p><u>4.0</u></p>
<p>Physical Demands</p> <p>Regular physical effort walking, computer operation, performing preventative maintenance, repairing equipment, lifting.</p>	<p><u>2.0</u></p>
<p>Sensory Demands</p> <p>Regular sensory effort when doing minor repairs, computer operation, driving and preparing reports.</p>	<p><u>2.0</u></p>
<p>Environment</p> <p>Occasional major disagreeable conditions such as inclement weather, steam and unpredictable weights.</p>	<p><u>3.0</u></p>

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