



Provincial Job Description

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

PAY BAND:
14

FOR FACILITY USE:

SUMMARY OF DUTIES:

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

QUALIFICATIONS:

- ◆ Building Systems Technician certificate
 - ◆ Fireman Boiler Operator certificate or 5th Class Engineering certificate, as required by the Boiler and Pressure Vessels Safety Act
 - ◆ Boiler Operator License or Power Engineering License issued pursuant to the Boiler and Pressure Vessels Safety Act

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Intermediate computer skills
- ◆ Leadership skills
- ◆ Organizational skills
- ◆ Communication skills
- ◆ Interpersonal skills
- ◆ Valid driver's license

EXPERIENCE:

- ◆ **Previous: Eighteen (18) 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.
- ◆ 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.
- ◆ Coordinates orientation, education and training for staff and students.
- ◆ Assists with interviews 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/laundry 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.
- ◆ Leads projects, including trades and contractors.
- ◆ Ensures manuals/blueprints are current.
- ◆ Provides insect, rodent and pest control.
- ◆ Disposes of sharps, broken glass and biohazardous waste.

C. Related Key Work Activities

- ◆ Processes work orders, maintains documentation and records
- ◆ Ensures all work complies with Infection Prevention and Control Standards (hoarding).

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.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: January 18, 2023