


Job Evaluation Rating Document

<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; June 5, 2013</u></p> <p>Revised Date <u>January 18, 2023</u></p>	<p>Code</p> <hr/> <p>196</p>
--	---	-------------------------------------

<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.</p>	<p>Degree</p> <hr/> <p>3.5</p>
---	---------------------------------------

<p>Education</p> <p>Grade 12. Building Systems Technician certificate (Saskatchewan Polytechnic nine hundred and forty-five (945) hours). Fireman Boiler Operator certificate or 5th Class Power Engineering certificate, as required by the Boiler and Pressure Vessels Safety Act. Boiler Operator License or Power Engineer License issued pursuant to the Boiler and Pressure Vessels Safety Act (no examination required so does not impact the rating) (rating 3.5).</p> <p><small>*As per the MOA regarding the Education factor review (January 2019) the JJEMC will continue to utilize one thousand and seventy-five (1075) hours as no other factors were impacted by this change. The Education rating will remain at (4.0).</small></p>	<p>Degree</p> <hr/> <p>4.0</p>
---	---------------------------------------

<p>Experience</p> <p>Eighteen (18) 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 department policies and procedures.</p>	<p>Degree</p> <hr/> <p>6.0</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 determining best method of repair.</p>	<p>Degree</p> <hr/> <p>4.0</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>Degree</p> <hr/> <p>3.5</p>
--	---------------------------------------

Impact of Action Misjudgement in preventative maintenance/repair or inaccurate records may result in damage to equipment. Inadequate planning may result in substantial service disruptions.	Degree 2.5
Leadership and/or Supervision Provides regular direction when assigning/checking work and maintaining workflow for laundry, environmental and maintenance services where procedures are standardized.	Degree 4.0
Physical Demands Regular physical effort walking, computer operation, performing preventative maintenance, repairing equipment and lifting.	Degree 2.0
Sensory Demands Regular sensory effort when doing minor repairs, computer operation, driving and preparing reports.	Degree 2.0
Environment Occasional major disagreeable conditions such as inclement weather, steam and unpredictable weights.	Degree 3.0