



# Provincial Job Description

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

**PAY BAND:**  
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**FOR FACILITY USE:**

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**SUMMARY OF DUTIES:**

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

**QUALIFICATIONS:**

- ◆ Building Systems Technician certificate
  - ◆ Fireman's certificate or 5<sup>th</sup> Class Engineering certificate, where required by the job

**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, as per departmental procedures and policies.

### **C. Related Key Work Activities**

- ◆ Processes work orders, maintains documentation and records
- ◆ Ensures all work complies with CSA Infection 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:***

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***SGEU:***

***SAHO:***

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***Date: June 05, 2013***