



Provincial Job Description

TITLE: (486) – Building Systems and Maintenance Supervisor
PAY BAND: 16

FOR FACILITY USE:

SUMMARY OF DUTIES:

Supervises and administers maintenance operations, and oversees operation and maintenance of building control systems, installation of equipment, and development and implementation of preventative maintenance programs.

QUALIFICATIONS:

- ◆ Building Systems Technician certificate; Refrigeration certificate, as required by the job; 5th Class Power Engineering certificate, where required by the job.

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Intermediate computer skills
- ◆ Ability to work independently
- ◆ Organizational skills
- ◆ Leadership skills
- ◆ Communication skills
- ◆ Interpersonal skills
- ◆ Valid driver's license, where required by the job

EXPERIENCE:

- ◆ Previous: Thirty-six (36) months previous experience in a Maintenance Department to consolidate knowledge and skills.

KEY ACTIVITIES:

A. Supervisory

- ◆ Supervises, prioritizes workload, schedules staff and deals with staff payroll issues.
- ◆ Provides input into staffing, performance evaluations and performance reviews.
- ◆ Coordinates orientation, education and training for staff and students.
- ◆ Develops policies and procedures for approval.
- ◆ Ensures the appropriate policies and standards are implemented and maintained.
- ◆ Directs / coordinates preventative maintenance program.
- ◆ Communicates with and motivates staff.
- ◆ Acts as a liaison with other departments and outside agencies.
- ◆ Oversees projects / renovations.
- ◆ Ensures manuals / blueprints are current.

B. Administration

- ◆ Prepares estimates (e.g., repairs, projects, renovations).
- ◆ Prepares reports (e.g., preventative maintenance, project status, recommendations).
- ◆ Coordinates the education and training of staff.
- ◆ Assists in establishing and implementing policies and procedures.
- ◆ Approves and verifies budget expenditures / service agreements.
- ◆ Corrects / verifies payroll.
- ◆ Plans and monitors renovation projects.
- ◆ Liaises with purchasing staff, project leaders, planner (e.g., preventative maintenance, renovations, project tendering).
- ◆ Recommends project progress payments.
- ◆ Maintains inventory (e.g., obtains quotations).

C. Building/Plant Systems

- ◆ Operates and monitors computerized building control systems.
- ◆ Operates, services and maintains plant systems (e.g., boilers up to 5th Class), chillers, HVAC and associated equipment.
- ◆ Monitors critical alarm systems.
- ◆ Monitors and maintains facility systems (e.g., fire, call, security, emergency power, pneumatic, electronic systems).

D. Equipment/Systems Maintenance

- ◆ Performs final inspections of projects / renovations.
- ◆ Installs, repairs and maintains equipment other than those requiring a plumbing or electrical permit.
- ◆ Analyses and troubleshoots equipment/project problems.
- ◆ Provides technical direction.
- ◆ Upgrades and/or modifies equipment / systems.

E. Preventative Maintenance, Construction and Renovation

- ◆ Leads projects and acts as a liaison with contractors.
- ◆ Oversees and performs preventative maintenance on all equipment, apparatus and facility infrastructure.
- ◆ Maintains maintenance logs and records.
- ◆ Enters and retrieves information from computerized maintenance systems.

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: Sept 13, 2013