

# ROLLING RIVER SCHOOL DIVISION REGULATION

<b>Maintenance Supervisor Job Description</b>	<b>GDAO/R</b>
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**Position Title:** Maintenance Supervisor

**Reports To:** Secretary-Treasurer

## **Job Purpose and Objectives**

Contribute to the overall goals and objectives of the Rolling River School Division by coordinating, directing and supervising the School Division building and grounds operations including maintenance, repair, and administration.

To provide leadership to the Maintenance Department and staff and support the Secretary-Treasurer in the overall management of the Maintenance Department.

## **Education**

The minimum education requirement for this position is graduation from Grade 12 and completion of a recognized building construction / maintenance trades program or equivalent.

## **Additional Skills and Training**

### **Required:**

- Journeyman Trades Certificate / Ticket in a building construction/ maintenance trade
- Complete set of hand tools
- Valid Class 5 Drivers License
- The ability to work unsupervised and as a team member
- Ability to communicate effectively with people both orally and in writing
- Strong technology skills
- Knowledge of workplace health and safety legislation, regulations and procedures.

### **Preferred:**

- Current WHMIS training and certification
- Knowledge of or experience with energy management systems

## **Experience**

A minimum of eight years prior work related building construction or maintenance related experience or equivalent is required.

Prior supervisory experience is preferred.

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### Key Responsibilities

To plan, direct, coordinate perform and maintain the operations of the Maintenance Department.

- Building Repair, Maintenance and Construction:
  - Assess, plan, coordinate, prioritize and direct preventative maintenance and cleaning programs and general maintenance, cleaning and repairs / projects required for all division owned buildings.
  - Provide division based management of capital projects including consultant liaison, plans / drawing review, site meetings, and on-site progress visits and review.
  - Ensure Division buildings are maintained and cleaned in compliance with Board Policy and Provincial and Federal legislation and regulation (e.g. Public Schools Act, trades related Acts, building codes, etc.)
  
- Supervision:
  - Supervise the daily operation of the Maintenance Department and provide direction on workload management and resolving work related concerns for Maintenance Workers and Custodial staff.
  - Provide direction to Maintenance Workers to plan, schedule and perform building repairs and maintenance activities and minor capital projects. In consultation with School Principal, provide direction to Custodial staff to plan, schedule and perform building cleaning.
  - Interview, recommend for employment, train and orient new Maintenance Workers and Custodial staff
  - Provide performance evaluation for Maintenance Workers and participate with School Principals in performance evaluation of school based custodial staff as required and as provided for in Division Policy.
  - Recommend employee disciplinary action and dismissal as required.
  - Plan, develop, implement and maintain safe work practices and procedures in Division buildings and with Maintenance Workers and Custodial staff in compliance with Workplace Safety and Health legislation.
  
- Finance, Purchasing and Accounts
  - Prepare the annual Maintenance budget in consultation with the Secretary Treasurer.
  - Maintain accurate records and analysis of Maintenance Department budget expenditures.
  - Identify and explain discrepancies / variances between maintenance budget and actual / projected expenditures to Secretary-Treasurer.
  - Plan, coordinate and perform purchasing of Maintenance Department supplies, services, equipment and division furnishings including tendering of building maintenance supplies and services and minor capital projects as per Divisional purchasing policy and Provincial legislation/ regulation.

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## Maintenance Supervisor Job Description - continued

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- Administration:
  - Process building repair and maintenance work orders and complete administrative activities required in maintenance operations and projects.
  - Schedule maintenance staff to cover division building maintenance, repair, construction and moving needs.
  - Coordinate and manage inventory systems to ensure an accurate and current maintenance and cleaning materials, supplies and equipment inventory.
  - Develop, implement, maintain, review and revise capital plan requests and projects.
  - Assist Transportation Supervisor to prepare maintenance vehicle replacement projections and plans and recommend replacement of maintenance vehicles.
  - Develop, prepare, present reports and participate in Board Committees and meetings as requested.
- Communication:
  - Effectively communicate information and maintain positive relationships with colleagues, Division staff, school staff, suppliers and administration staff.
  - Operate the radio systems for maintenance division vehicles.
  - Receive, refer, respond to and resolve inquiries, complaints and requests as required.
  - Develop, implement and communicate safe building operations regulations with schools and assist schools to implement safe building operations programs (e.g. WHIMIS, playground structure inspections etc.)
- Professional Development:
  - Participate in ongoing professional and personal development activities.
  - Maintain active involvement in relevant professional organizations (e.g. Manitoba Association of School Business Officials)
  - Provide relevant professional development opportunities and activities for Maintenance Workers and Custodial staff as required under legislation and by personal need.
- Other job-related duties as required and /or assigned by the Secretary-Treasurer.

## COMMENTS

The incumbent is required to work effectively under pressure, within defined timeframes and with a variety of people in a team environment. He/she must be able to work well independently, take initiative to plan and perform work, be flexible, adjust to changing work assignments and deal with and maintain confidential information.

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**Date Adopted:** Unknown

**Date Revised:** October 19, 2006