

#104777

CCA

EXCLUDED SUPPORT STAFF JOB DESCRIPTIONS

POSITION TITLE: SUPERVISOR, MAINTENANCE SHOP

REPORTS TO: Director, Facilities and Operations

SUPERVISES: All Maintenance Shop Staff and Contracted Staff

JOB SUMMARY: To ensure Division facilities are maintained in a safe, cost-effective manner in order to maximize the use of the facilities for the education of students.

KEY ACCOUNTABILITIES:

1. To assume primary responsibility for the completion of work orders in the facilities owned and operated by the Division.
2. To determine which repair jobs may be performed by the custodians and other maintenance employees on staff and recommend the use of contracted services where required.
3. To plan and organize repair activities and to ensure work orders are completed by staff as required.
4. To supervise contracted projects to ensure compliance with codes and contract terms.
5. To assist in the overall planning, scheduling and monitoring required to facilitate a preventative maintenance program.
6. To recommend suppliers and equipment for purchase and maintain an inventory of Division owned tools, equipment and supplies.
7. To assist in preparing budget estimates for the Maintenance Department.
8. To assist in estimating costs of related projects in terms of labour, material and overhead; and to assist in writing scope of work for projects.

ADOPTED	REVIEWED	REVISED	PAGE
24/March/87		6/Feb/24	1 of 2
Motion #136-87		Motion 02-04-24	

9. To respond to emergency calls to the schools at night in case of fire, break-ins, damage, boiler malfunction, etc.
10. To be responsible for the overall operation and maintenance of the maintenance shop.
11. To inspect buildings and advise of major work required.
12. To assume other responsibilities as required.

REQUIRED EDUCATION AND EXPERIENCE:

- High School Diploma plus Post-secondary training in a related area
- 3-5 Years related experience including supervisory experience
- Ability to work a flexible schedule as required and to respond to urgent situations
- Valid Manitoba Driver's License
- An equivalent combination of education and experience may be acceptable to the Division.

ADOPTED	REVIEWED	REVISED	PAGE
24/March/87		6/Feb/24	2 of 2
Motion #136-87		Motion 02-04-24	