



Buildings Supervisor Administrative Procedure 2.B.200

2.0 Human Resources
2.B. Position Descriptions

Board Governance Policy Cross Reference: 1, 2, 3, 4, 12, 13, 16

Legal Reference:

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PHILOSOPHY

Evergreen School Division believes in a system that fosters respect, caring and good communication within and outside the school division. The major goals and tasks of the employees of the division are to honor these values in the daily interactions with staff, students, and the public and to assist in the development and implementation of a quality education system. Confidentiality is an expectation of these positions of trust in our public school system.

GENERAL POSITION DESCRIPTION

The Buildings Supervisor will provide day to day direction to the custodial and maintenance staff. This person operates as part of the Operation Support Centre team that provides efficient, respectful and effective service within the team as well as service to the division. The Buildings Supervisor works under the supervision of the Secretary-Treasurer.

RESPONSIBILITIES AND DUTIES

1. Establish, implement, and maintain the Division's Cleaning and Maintenance Program and preventive maintenance schedule based on best industry practice and divisional policy and procedure, based on standards in accordance with required health and safety standards.
2. Develop and administer the maintenance of the buildings and grounds in a condition that is safe and in good repair. Assign work orders using divisional procedure and implement a system for addressing emergency repairs and supervise the day-to-day duties and responsibilities for members of the maintenance staff.
3. Monitor all new construction and renovation work to ensure work is done in accordance with the contract specifications and time schedules.
4. Recommend to the Leadership Team policy/procedure changes, staffing utilization and operations modifications considered advantageous to the overall operation of the Maintenance Department.
5. Consult with school administrators and maintenance staff regarding the facilities

and grounds needs of each school, make annual inspections of the building and grounds owned or operated by the Division to determine the need for repair, safety considerations, renovation or replacement and identify projects for inclusion in budget estimates to maintain a safe and efficient operation.

6. Ensure that all Federal, Provincial and Municipal laws/regulations are implemented and adhered to in regard to facilities and grounds.
7. Implement and maintain an adequate and accurate system of record keeping.
8. Implement and maintain the division's Energy Management Program recommending appropriate action to conserve energy and consider alternative energy options.
9. Monitor the use of school grounds and facilities with towns, municipalities, division personnel and the Secretary-Treasurer regarding leases, permits, etc.
10. Liaise regularly with school head caretakers regarding the ongoing maintenance and custodial requirements of each site including troubleshooting repairs and maintenance and maintaining adequate supplies and equipment for the day-to-day operations.
11. Correspond with the public, contractors, other government, or public offices as necessary.
12. Assist in the prioritization of Capital "D" expenditures and in the development of the five (5) year capital plan.
13. Assist the Secretary-Treasurer in preparation of budget estimates for the Maintenance Department.
14. Assume responsibility for expenditures and control of the annual Maintenance Department budget.
15. Assist the Secretary-Treasurer in the preparation and evaluation of tenders in accordance with division purchasing and tendering policies for the Maintenance Department.
16. Recruit, supervise and evaluate staff in the Maintenance Department and review caretaking staff evaluations in consultation with Principals. Recommend to the Superintendent's department the hiring, transfer, demotion, or dismissal of staff in the Maintenance Department.
17. Approve employee time assignments, verify time sheets, authorize staff absences, and provide replacement staff as required.
18. Oversee the provision of appropriate professional development and training for staff in the Maintenance Department.
19. Respond to all emergency situations at division facilities, preparing reports on the incidents to the proper authorities and insurance agents and, when possible, initiate procedures/practices to prevent reoccurrence.
20. Support the Division Workplace Safety and Health Program in accordance

with legislation and divisional policy.

SKILLS/QUALIFICATIONS

- Strong interpersonal skills; working as part of a team.
- Excellent verbal and written communication skills.
- Strong organizational skills.
- Demonstrated data entry skills with a great attention to detail and accuracy.
- Ability to prioritize and manage time to ensure deadlines are met.
- Problem solving and decision-making aptitude.
- Strong ethics and reliability.
- Strong computer skills and experience working with accounting software applications, Word, and Excel.
- Must be physically able to perform the duties as assigned.
- Must have and maintain a valid Manitoba driver's license.

EMPLOYMENT REQUIREMENTS

- Grade 12 Diploma and formal Post Secondary training in a related field (project management, trades training, general contracting).
- Minimum of four (4) years management experience including budgets, project management, and staff evaluations.
- Experienced tradesperson preferred.
- Knowledge of Workplace Safety and Health legislation, regulations, and procedures.
- Must have and maintain a valid Class 5 Manitoba driver's license.
- Possess or be willing to obtain Facilities Management Certification.