



Buildings Supervisor Administrative Procedure 2.B.45

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

Legal Reference:

Date Adopted: October 2019

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 task of the employees of the Division are to honour 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 this position of trust in our public school system.

Under the supervision of the Maintenance Manager, the Buildings Supervisor will provide day to day direction to the custodial and maintenance staff. This person operates as part of the Education Support Centre team that provides efficient, respectful and effective service within the team as well as service to the division.

RESPONSIBILITIES AND DUTIES

General Administration:

1. Recommend to the Maintenance Manager practices which would enhance the buildings and grounds maintenance.
2. Under the general direction of the Maintenance Manager, direct the work of the division maintenance team.
3. Monitor all new construction and renovation work to ensure work is done in accordance with contract specifications and time schedules.
4. Collaborate with staff regarding recommendations for needed repairs, safety considerations, preventative maintenance and facility improvements.
5. Participate in inspections of buildings and grounds to determine the need for repair, renovation or replacement.
6. Monitor the use of school ground and facilities with towns, municipalities, division personnel and the Secretary Treasurer regarding leases, permits, etc.
7. Maintain an adequate and accurate system of work orders, work completion, and the direction provided to operations staff.
8. Liaise regularly with school custodians regarding the ongoing maintenance and custodial requirements of each site including troubleshooting repairs and maintenance and maintaining adequate supplies and equipment for day to day operations.

Finance:

9. Monitor expenditures within the annual Maintenance Department budget.
10. Assist in the development of tenders in accordance with division purchasing and tendering policies.

Personnel – Training:

11. Approve employee time assignments, authorize staff absences and provide replacement staff as required.
12. Supervise the day to day duties and responsibilities of the maintenance staff.

Safety:

13. Respond to all emergency situations at Division facilities, preparing reports on the incidents to the proper authorities and, where possible, make recommendations regarding procedures/practices to prevent reoccurrence.
14. Establish cleaning and maintenance standards in accordance with required health and safety standards.
15. Assign work orders using divisional procedure and implement a system for addressing emergency repairs.

Related Duties:

16. Maintain membership in appropriate professional associations and keep current his/her knowledge of construction, maintenance and energy management and apply his/her knowledge when making recommendations to management and when overseeing the work of others.
17. Perform other related duties and responsibilities as assigned.

SKILLS/QUALIFICATIONS

- Ability to work unsupervised and as part of a team
- Ability to communicate effectively with people both orally and in writing
- Strong technology skills

EMPLOYMENT REQUIREMENTS

- Grade 12 Diploma and formal Post Secondary training in a related field (project management, trades training, general contracting)
- Experienced tradesperson preferred
- Knowledge of Workplace Safety and Health legislation, regulations and procedures
- A valid Driver's License and vehicle
- Possess or be willing to obtain Facilities Management Certification