

416 ASSISTANT MAINTENANCE SUPERVISOR

Identifying Information

Position Title: Assistant Maintenance Supervisor

Classification Title: Support Staff

Department: Division Facilities

Reports to: Maintenance Supervisor

Position Supervises:

Position Summary

The Assistant Maintenance Supervisor supports the Maintenance Supervisor in repairing, fixing and maintaining mechanical equipment, buildings and machines. Tasks include plumbing, electrical, mechanical, painting, carpentry, flooring, heating, air units, boilers, computer building control systems. Must be able to communicate with school administration, trades, professionals, support staff & students.

Qualifications

1. Good communication & interpersonal skills.
2. Ability to read technical manuals & drawings.
3. Basic knowledge of Building Management System, HVAC, plumbing & electrical systems.
4. Ability to work independently and as a team.
5. Building trade certification would be an asset.
6. Possess a valid Class 5 Alberta Driver's License.

Duties and Responsibilities

1. To assist the Maintenance Supervisor with summer maintenance staff.

2. Inspection of heating and ventilation systems.
3. Building maintenance.
4. Inspect & troubleshoot building equipment & systems.
5. Coordinates & reports all maintenance activities with the Maintenance Supervisor.
6. Perform cleaning activities related to maintenance & grounds issues.
7. Perform minor repairs, replacing light bulbs, building upkeep, etc.
8. Inspect & troubleshoot building equipment & systems.
9. Check functionality of safety systems.
10. Report any building or system issue to the Maintenance Supervisor.
11. Respond to emergency situations.
12. All other duties as assigned.

References

History

Developed: September 2020