

415 MAINTENANCE SUPERVISOR

Identifying Information

Position Title:	Maintenance Supervisor
Classification Title:	Support Staff
Department:	Division Facilities
Reports to:	Director of Technology, Learning and Facilities
Position Supervises:	Assistant Maintenance Supervisor, summer maintenance staff

Position Summary

The Maintenance Supervisor repairs, fixes and maintains 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 and grounds maintenance.
4. Fifth Class Power Engineer certification would be an asset.
5. Ability to work independently and as a team.
6. Able to work independently and take charge of situations.
7. Building trade certification would be an asset.
8. Experience with purchasing & budget management.

9. Possess a valid Class 5 Alberta Driver's License.
10. Experience in a supervisory role, preferably in a school environment.

Duties and Responsibilities

1. Inspection of heating and ventilation systems.
2. Building maintenance.
3. Inspect & troubleshoot building equipment & systems.
4. Perform cleaning activities related to maintenance & grounds issues.
5. Perform repairs, replacing light bulbs, building upkeep, etc.
6. Inspect & troubleshoot building equipment & systems.
7. Check functionality of safety systems.
8. Report any building or system issue to the Director of Technology, Learning and Facilities.
9. Respond to emergency situations.
10. Organize and supervise summer maintenance staff.
11. All other duties as assigned.

References

History

Developed: September 2020