



SCHOOL DISTRICT 54
(Bulkley Valley)

JOB DESCRIPTION
MAINTENANCE SUPERVISOR

Core Responsibilities

Reporting to the Director of Facilities and Maintenance, the Maintenance Supervisor is responsible for overseeing the school district's Maintenance Program through effectively and efficiently planning, coordinating, scheduling, supervising, and directing the work of the maintenance department to ensure improvements and upkeep of buildings district-wide. The Supervisor assists the Director with a full range of human resource/labour relations matters relating to school district unionized maintenance department staff. The Supervisor is also responsible to act in the absence of the Director to manage emergent and routine issues in the maintenance department. The Maintenance Supervisor may also jointly support the school district's Transportation, Custodial & Occupational Health & Safety Department. This position is based in Smithers and requires frequent travel to other communities within the school district.

Specific Responsibilities

▪ **Maintenance**

Develops and implements maintenance department policies and procedures, consistent with overall district vision, core purpose, and policies, for the efficient management and supervision of the district maintenance function, including development of a comprehensive program of annual maintenance and work order system.

Arranges, schedules, and inspects work and/or services assigned to maintenance department staff and to outside contractors; regularly visits each district facility and job site to monitor the status of facilities and ensure compliance with district policies, procedures, and practices.

▪ **Financial Planning and Budgeting**

In conjunction with the Director of Facilities and Maintenance, the Supervisor plans, develops, organizes, implements and monitors budgets to support the district's capital projects ensuring controls systems are in place.

Participates in the development of the district's annual facility grant and capital plan.

Acts as project manager, participating in the process of site selection, planning and assisting in obtaining required licences, permits, etc. Conducts regular site visits to ensure that project materials and workmanship are in strict accordance with approved documents and instructions.

▪ **Human Resources**

Responsible to the Director of Facilities and Maintenance for the coordination of the maintenance department, including assistance with the full range of human resource/labour relations matters related to the unionized maintenance department staff. This includes application/interpretation of the applicable collective agreements, representation at grievance meetings as required, assistance with recruitment, staffing levels, professional development, supervision of employee performance and conduct of performance appraisals, attendance management, and appropriate corrective discipline. Considerable discretion and judgment is required in the management of confidential inquiries and documents.

Responsible for development of an annual training plan to ensure maintenance department staff maintain required qualifications and are able to perform assigned duties and tasks effectively and safely.



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- **Security**

Develops, implements, monitors, and maintains security policies, procedures, and programs for all district facilities.

Liaises with school Principals, police and fire departments on security and fire protection matters and coordinates patrol inspection services, as necessary; ensures appropriate follow up.

- **Leadership**

Provides leadership to district staff and fosters conditions to ensure the optimum quality of district services in the Maintenance Supervisor's areas of responsibility, the efficient use of resources and the effective performance of personnel.

Advises the senior management team on budget issues, decision-making, efficiency, and management of district resources and achievement of district goals within the areas of the Maintenance Supervisor's responsibility.

- **Other**

Performs other duties as assigned from time to time by the Director of Facilities and Maintenance.

- **Internal Relationships**

Ensures that the Director of Facilities and Maintenance and the senior management team have current knowledge of issues, trends and innovations related to the Supervisor's areas of responsibility.

Develops positive working relationships with other members of the district's senior management team and employee groups.

Attends and participates in Board and committee meetings, as required.

- **External Relationships**

Liaises and maintains rapport with agencies and associations with parallel or complementary roles with respect to the Supervisor's assigned responsibilities.



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Position Specifications

The Maintenance Supervisor has demonstrated maintenance, project management and occupational safety-related experience in a public sector environment and supervisory experience in a unionized setting. Completion of trades-related certification and/or a Professional Engineering designation is considered an asset. The Maintenance Supervisor must be available to work flexible hours to accommodate evening meetings, callouts, maintenance and facility supervision and/or special events. The Maintenance Supervisor is subject to the provisions of the *Criminal Records Review Act*.

Demonstrated Knowledge and Abilities

- Knowledge of facility-related construction processes and procedures, including knowledge of management regulatory compliance related to construction management techniques, methods, and principles.
- Knowledge of project and time management practices to efficiently administer projects and deal with competing priorities
- Knowledge of relevant legislation (WHMIS, *Human Rights Code*, building codes, energy codes/management and DDC electronic control systems)
- Knowledge of computer information technology and the ability to operate a personal computer and related software
- Working knowledge of union collective agreements
- Experience working successfully as a supervisor in the K-12 school system, collaborating with the district leadership team, school administrators, employees, provincial government contacts, vendors and private contractors
- The ability to motivate and supervise the work of others, including using effective interpersonal skills to resolve issues and conflicts that arise in a fast paced construction environment
- To motivate and train staff having different strengths, skills and abilities
- Effective written and verbal communication skills, and the ability to request and convey information in a diplomatic manner
- Ability to make presentations to groups to provide information or present the department's position on a topic or issue.
- Ability to maintain the confidentiality of personnel and district information.

Other Requirements

- Valid BC driver's license and use of personal vehicle for business purposes.