

---

## FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

---

**Job Family:** Maintenance

**Class Series:** Maintenance Supervisors

**Grid:** 28

**Class Title:** Maintenance Supervisor I

### **I. Level Definition**

Positions at this level spend the majority of the time supervising Maintenance Workers and/or Groundskeepers; may supervise other designated staff and perform related administrative duties.

### **II. Typical Duties**

- (1) Supervises designated staff by performing duties such as scheduling and co-ordinating work assignments, evaluating employee performance and determining related training and orientation requirements.
- (2) Reviews work requests and consults with user departments regarding specifications and other project requirements. Estimates material and labour requirements and costs; makes recommendations regarding budget for assigned area.
- (3) Oversees the work of outside contractors to ensure adherence to specifications and other facility requirements.
- (4) Ensures the maintenance and repair of vehicles, machinery and equipment for assigned area; orders materials and supplies and controls stock levels; establishes and monitors preventative maintenance procedures for assigned area.
- (5) Reviews and updates standards and procedures; ensures safety practices and procedures are adhered to. Maintains required documentation.
- (6) Verifies that equipment, materials and projects conform with applicable standards, procedures and by-laws.
- (7) Performs other related duties as assigned.

### **III. Qualifications**

#### **(1) Education, Training and Experience**

Grade 12 plus five years' recent, related experience including two years in a supervisory capacity or an equivalent combination of education, training and experience.

#### **(2) Skills and Abilities**

- (i) Ability to communicate effectively both verbally and in writing.
- (ii) Ability to deal with others effectively.
- (iii) Physical ability to carry out the duties of the position.
- (iv) Ability to supervise.
- (v) Ability to read and interpret blueprints and drawings and specifications.
- (vi) Ability to organize work.
- (vii) Ability to operate related equipment.