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## FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

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**Job Family:** Maintenance

**Class Series:** Maintenance Supervisors

**Grid:** MA42

**Class Title:** Maintenance Supervisor IV

### **I. Level Definition**

Positions at this level manage projects by planning, scheduling, coordinating and administering maintenance, renovation or construction activities of buildings, grounds and equipment and the work of journeymen in a variety of trades areas.

### **II. Typical Duties**

- (1) Plans, schedules, co-ordinates and administers a variety of maintenance, renovation or construction activities by reviewing work requests, estimating cost and determining the availability of materials and labour and ensures follow up by monitoring project activities.
- (2) Consults with, coordinates scheduling and oversees the work of outside contractors and to ensure adherence to specifications and other facility requirements.
- (3) Supervises journeyman Electricians, Plumbers, Carpenters, Refrigeration/Air Conditioning Mechanics and other maintenance and trades staff by performing duties such as scheduling and coordinating work assignments, evaluating employee performance and determining related training and orientation requirements.
- (4) Reviews and updates standards and procedures; ensures safety practices and procedures are adhered to. Maintains required documentation.
- (5) Verifies that equipment, materials and projects conform with applicable standards, procedures and by-laws.
- (6) Monitors expenditures and makes recommendations regarding budget for assigned area. Evaluates and selects equipment and supplies.
- (7) Establishes and monitors preventative maintenance program for trades and related areas.
- (8) Performs other related duties as assigned.

### **III. Qualifications**

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

Certificate of Apprenticeship or Trades Qualification Certificate as a journeyman Tradesperson recognized by the Province of B.C. 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, drawings and specifications.
- (vi) Ability to organize work.
- (vii) Ability to operate related equipment.