
FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

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.