I. Level Definition

Positions as 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.