

POSITION DESCRIPTION

POSITION TITLE: SUPERVISOR OF BUILDINGS AND MAINTENANCE

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Reporting to the Superintendent/CEO, Turtle Mountain School, the Supervisor of Buildings and Maintenance will be responsible for the management of the Operations and Maintenance function. This includes: planning, organizing and controlling the expenditures incurred in the repair and maintenance of existing equipment and buildings; planning for the provision of new equipment, materials and facilities; providing direct or hands on repairs of buildings, equipment and ancillary property on an as required basis.

POSITION RESPONSIBILITIES:

1. Administration – prepare and submit to the Superintendent/CEO, plans, specification and cost estimates for proposed/approved projects to be undertaken within the budget year; maintain projections, estimates and costing records of all repair, maintenance and capital projects; submit progress reports for all repair, maintenance and capital programs, on a monthly basis to the Superintendent/CEO and provide comments on all variances; consult with principals and the Superintendent/CEO in the preparation and submission of annual budgets; ensure that approved budget expenditures are not exceeded on a program basis; as per Board policy, exercise expenditure authority at the program level; and co-operate with school administration, staff and teachers to ensure that repair and maintenance projects do not interrupt or interfere with the normal school scheduling. The individual school principal can approve slight interruptions.
2. Capital Programs: through a consultative process with the school principals and maintenance staff as per the Capital Support Guidelines of the PSFB, identify all potential long term (5-year) capital needs; and co-ordinate with the PSFB all approved capital projects.
3. Maintenance: responsible for the direct supervision over the operation and maintenance of the school division's heating equipment; in co-operation with the principals, co-ordinate the need and nature of school cleanliness materials and supplies; responsible for receiving and processing all requisitions from the schools in regard to the acquisition of cleaning materials and supplies, the maintenance in buildings, grounds and equipment; act as the site based Manager for all maintenance activities during the Principal's absence; responsible for the scheduling and approval of annual vacation time for the custodial staff; establish a routine and preventative maintenance program for each site; direct, manage and control the approved routine/preventative maintenance program and prioritize work/work assignments; inspect all schools, ancillary buildings and grounds belonging to the Division for fire and other hazards on a semi-annual basis, communicate the deficiency to the appropriate principal, and take the necessary measures to eliminate the hazard; provide for custodial staff professional development and training on an annual basis; and maintain all buildings

and grounds, furniture and installed equipment belonging to the Division and ensure that they are kept in the proper state of repair.

4. Repairs: identify, through the utilization of a short term (1 year) and mid term (3 year) plan, all potential Capital “D” repair items, together with school principals and maintenance staff; seek, obtain approval and follow through to completion, all Capital “D” repair projects; prepare and submit to the Superintendent/CEO work orders and material estimates for approved repair projects that are submitted by the principals; ensure all minor repair jobs (carpentry, mechanical, electrical, plumbing) are completed in a timely manner; co-ordinate through contractors the completion of all major repair jobs (carpentry, mechanical, electrical and plumbing) in a timely manner; maintain all buildings and grounds, furniture and installed equipment belonging to the Division, and ensure that they are kept in the proper state of repair; and co-ordinate all approved routine and preventative repair programs (roofing, painting, washroom renovation, playground safety, environmental assistance).
5. Other: collaborate with other administrators to ensure the effective and efficient delivery of the education program in the Division; sit/chair committee meetings as directed by the Superintendent/CEO; prepare correspondence for the signature of the Superintendent/CEO; attend regular/special meetings as requested by the Superintendent/CEO and/or deemed necessary by the Board; responsible for co-ordination of the Workplace Safety and Health Program; carry out special projects as requested by the Superintendent/CEO; and perform other related duties as assigned by the Superintendent/CEO.