

# ROLLING RIVER SCHOOL DIVISION REGULATION

## Assistant Maintenance Supervisor Job Description

GDAP/R

**Position Title:** Assistant Supervisor of Maintenance

**Reports To:** Maintenance Supervisor

### Job Purpose and Objectives

To contribute to the overall goals and objectives of the Rolling River School Division by providing maintenance services to ensure effective physical operation of all School Division buildings.

To provide support to the Maintenance Supervisor in the day-to-day operation and supervision of the Maintenance department.

To provide leadership to the Maintenance Department and staff in the absence of the Maintenance Supervisor.

### Education

The minimum education requirement for this position is graduation from Grade 12 and completion of a recognized trades program or equivalent.

### Additional Skills and Training

#### Required:

- Journeyman Trades Certificate / Ticket
- Valid Class 5 Drivers License
- The ability to work unsupervised and as a team member
- Ability to communicate effectively with people both orally and in writing

#### Preferred:

- Current WHMIS training and certification
- A working knowledge of commercial hardware
- Ability to read Blue Prints
- Knowledge of the Building Code

### Experience

A minimum of five years prior work related building maintenance or building trade related experience or equivalent is required.

Prior supervisory experience is preferred.

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### Key Responsibilities

To plan and perform day-to-day maintenance, repairs and building construction / enhancement projects for division buildings and be responsible for the day-to-day operations of the Maintenance Department in the absence of the Maintenance Supervisor.

- **Building Maintenance / Repair / Construction**
  - Plan and perform general maintenance duties required for repair / maintenance of and new construction in Division buildings.
  - Order and purchase building maintenance material as delegated by the Maintenance Supervisor.
  - Ensure all work in maintenance repair and new construction meets regulatory and legislative requirements (e.g.: building codes) and follow safe work procedures.
  - Coordinate, supervise and manage the energy management and security systems in Division buildings.
  
- **Administration**
  - Process maintenance work orders and complete administrative activities required in maintenance operations and projects.
  - Plan, participate, complete and/ or assist Maintenance Supervisor or other maintenance staff in planning, scheduling and performing building project / building maintenance activities.
  - Maintain materials and supplies inventory and inventory systems in designated trades area.
  
- **Communication**
  - Assist Maintenance Supervisor to prioritize projects, maintenance and repair activities.
  - Advise the Supervisor of Maintenance of any situations that are uncommon as they relate to building maintenance and repair.
  - Effectively communicate and maintain positive relationships with colleagues, Division staff, suppliers and administration staff.
  - Operate the radio systems for business reasons as required to maintain effective communication with the Division office and maintenance shop.
  - Receive, refer and respond to inquiries, complaints and requests as required.
  
- **Supervision**
  - Supervise the operation of the Maintenance Department and provide direction on workload management for Maintenance Workers in the absence of the Maintenance Supervisor.
  
- Other job-related duties as required and /or assigned by the Maintenance Supervisor.

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### COMMENTS

The incumbent is required to work effectively under pressure, within defined timeframes and with a variety of people in a team environment. He/she must be able to work well independently, be flexible, adjust to changing work assignments and deal with and maintain confidential information.

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### Policy

**Regulation:** *Duty List – Assistant Maintenance Supervisor*

**Date Adopted:** June 16, 2005